Canon

LaserBase MF5650/MF5630

User's Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manual included on the accompanying CD-ROM.

- **Setting Up the Machine**
- **Software Installation**

Set-Up Sheet

- **Introduction on Use**

Quick Reference Guide

- **Copying and Printing Instructions**
- **Troubleshooting**

User's Guide (This Manual)

- **Fax Instructions**
- **Troubleshooting**

Facsimile Guide

Only for the MF5650 model.

- **Software Installation and Instructions**
- **Scanning and PC Faxing Instructions**
- **Troubleshooting**

Software Guide

- To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
- Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

CE

This equipment conforms to the essential requirements of EC Directive 1999/5/EC.

We declare that this product conforms to the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50Hz although the rated input of the product is 200–240 V, 50/60Hz. This equipment has been tested in a typical system to comply with the technical requirements of EMC Directive. Use of shielded cable is required to comply with the technical requirements of EMC Directive.

If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)

Model Name
F145600 (LaserBase MF5630)
F145602 (LaserBase MF5650)

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As an ENERGY STAR® Partner, Canon has determined that the machine meets the Energy Star guidelines for energy efficiency.

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approx. 3 seconds* per page which results in reduced telephone line charges.

* Approx. 3 seconds per page fax data transmission time based on Canon FAX Standard Chart No.1, (Standard Mode) at 33.6Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8Kbps modem speeds or lower, depending on telephone line conditions.

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Preface

Thank you for purchasing the Canon LaserBase MF5600 Series. Please read this manual thoroughly before operating the machine in order to familiarise yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Press [Start].

Press [Image Quality].

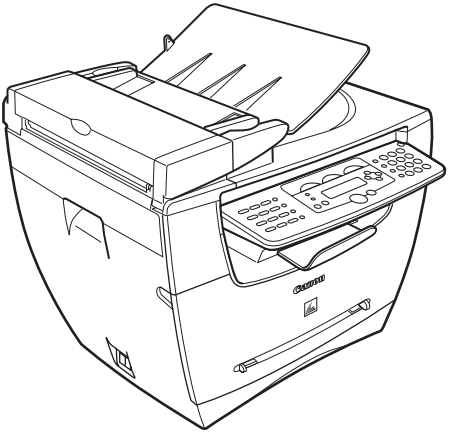
Messages Displayed in the LCD

The following are a few examples of how messages in the LCD are expressed in this manual. The messages are indicated within angle brackets.

- If <MEMORY FULL> is displayed, the machine cannot scan the documents.
- <2ON1> appears in the LC

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the LaserBase MF5650.



The model LaserBase MF5650 is used for illustration purposes in this manual. When there is any difference between MF5630 and MF5650, it is clearly indicated in the text, e.g., "Only for the MF5650 model."

Introduction

1
CHAPTER

This chapter describes the main components, the operation panel and the standby display of the machine. It also explains how to set the energy saver function.

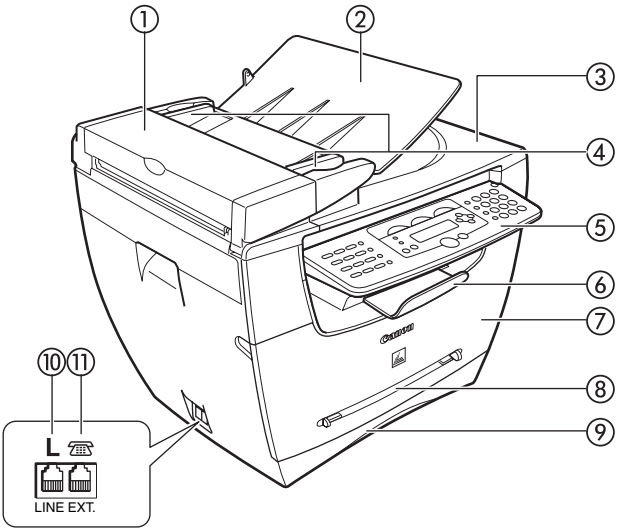
Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9, "Troubleshooting." If you cannot solve the problem or if you think your machine needs servicing, contact your local authorised Canon dealer or the Canon help line.

Main Components of the Machine

This section describes the main components of the machine.

Front View



① **ADF (Automatic Document Feeder)**
Holds documents and feeds them automatically into the scanning unit.

② **Document feeder tray**
Place documents.

③ **Document output tray**
Documents come out here.

④ **Document guides**
Adjust to the width of documents.

⑤ **Operation panel**
Controls the machine.

⑥ **Output tray**
Outputs printouts.

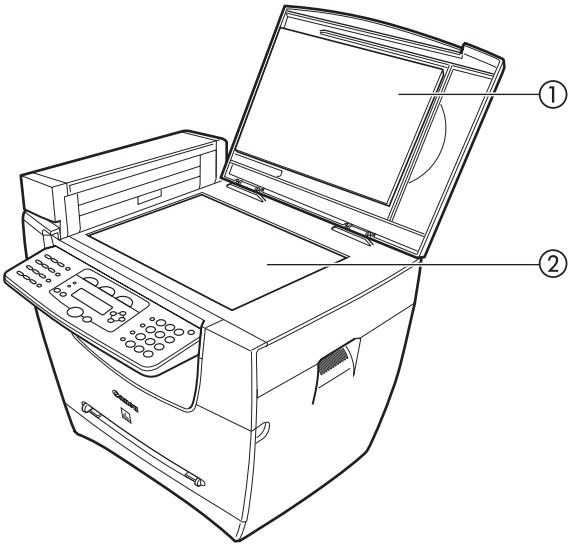
⑦ **Front cover**
Open it when you install the cartridge, or remove jammed paper.

⑧ **Multi-purpose feeder**
Used when printing paper one by one manually.

⑨ **Cassette**
Holds the paper supply.

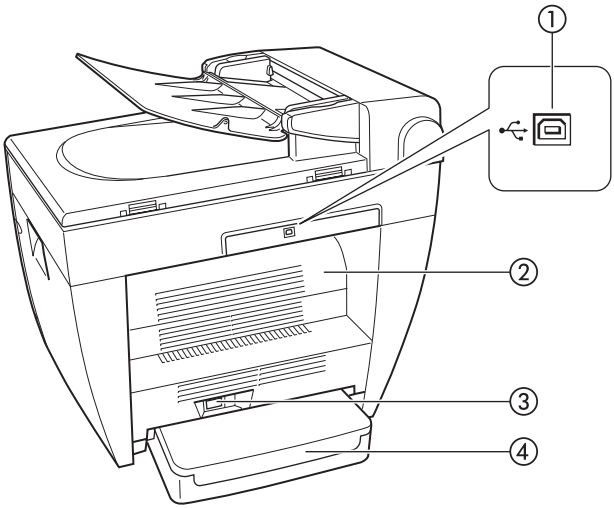
⑩ **Telephone line jack**
Connect the telephone cable. (Only for the MF5650 model.)

⑪ **External device jack**
Connect an external device. (Only for the MF5650 model.)



① **Platen glass cover**
Open it when you place documents on the platen glass for copying or scanning.

② **Platen glass**
Place documents.



① **USB port**
Connect the USB (Universal Serial Bus) cable.

② **Face up cover**
Open it when you output paper face up, or remove jammed paper.

③ **Power socket**
Connect the power cord.

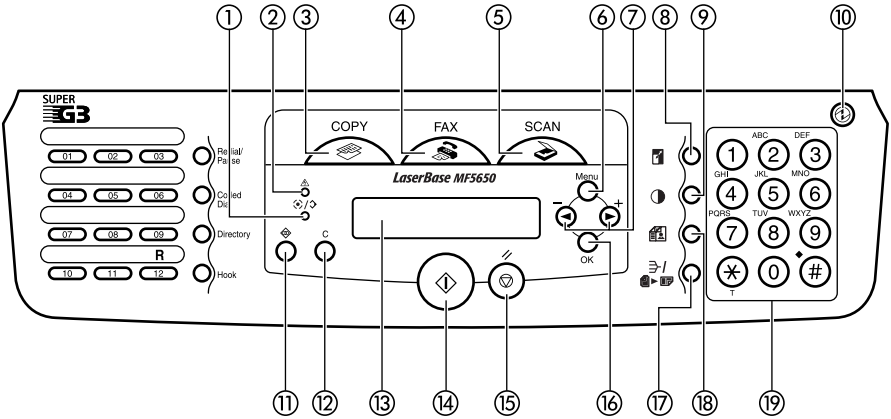
④ **Extension cover**
Protects paper supply in the cassette from dirt and dust.

Operation Panel

This section describes keys used when making copies, scanning and setting the Menu.

For keys not described here, see Chapter 1, "Introduction," in the *Facsimile Guide*.

■ MF5650



① **In Use/Memory indicator**
Lights green during copying or when the copy job is stored in the memory.

② **Alarm indicator**
Flashes red when the machine has a problem such as a paper jam. (The error message is displayed in the LCD.)

③ **COPY key**
Switches the standby display to the Copy mode.

④ **FAX key**
Switches the standby display to the Fax mode.

⑤ **SCAN key**
Switches the standby display to the Scan mode.

⑥ **Menu key**
Customises the way your machine operates.

⑦ **[◀(-)] or [▶(+)] keys**
Scroll through the selections so you can see other settings.

⑧ **Enlarge/Reduce key**
Sets an enlargement or reduction ratio of the copy.

⑨ **Exposure key**
Adjusts the copy exposure.

⑩ **Energy Saver key**
Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is canceled.

⑪ **Status Monitor key**
Checks the status of copy, fax, print and report jobs.

⑫ **C Clear key**
Clears an entry in the LCD.

⑬ **LCD**
Displays messages and prompts during operation. Also displays selections, text, and numbers when specifying settings.

⑭ **Start key**
Starts copying.

⑮ **Stop/Reset key**
Cancels copying and other operations, and returns to the standby display.

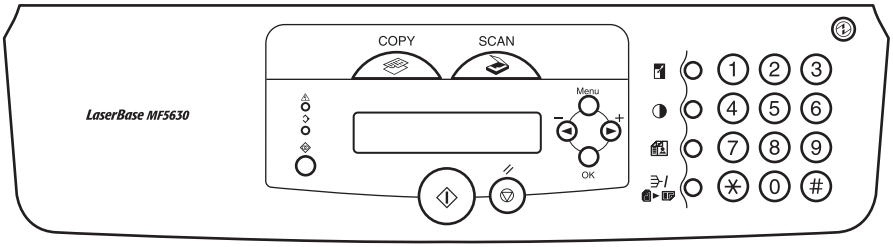
⑯ **OK key**
Determines the contents you set or register.

⑰ **Collate/2on1 key**
Sorts copies in order of pages or reduces two documents to fit on a single sheet.

⑱ **Image Quality key**
Adjusts the quality of printout.

⑲ **Numeric keys**
Enter copy quantity and other numerical values.

■ **MF5630**

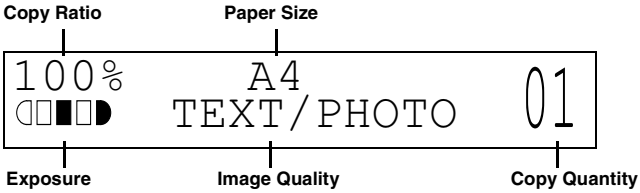


Standby Display

The standby display differs depending on which mode is selected.

The standby display in the Copy or Scan mode is as follows:

■ **Copy Mode**



■ **Scan Mode**

NOTE

- *When the machine is plugged in, the LCD displays <INITIALISING> for a while, then the standby display appears.*
- *The standby display in the Fax mode appears only with the MF5650 model. (See Chapter 1, "Introduction," in the Facsimile Guide.)*

Energy Saver Mode

This machine provides an energy saver function. When no operations are performed for about 5 minutes, the machine automatically enters the energy saver mode.

NOTE

- *The time until the machine enters the energy saver mode can be specified in a range of 3 minutes to 30 minutes. You can also turn off the energy saver function. For details on the energy saver mode settings, see <4. ENERGY SAVER> of "Menu Descriptions," on p. 10-5.*
- *The energy saver function does not activate when the machine is in the following conditions:*
  - *When printing out copies, faxes* or other pages*
  - *When sending or receiving faxes**
  - *When scanning*
  - *While a copy job is saved in the memory or when the collate copy or other functions are operating, or when the In Use/Memory indicator lights up*
  - *When paper jams occur*
  - *When an error code appears and the Alarm indicator flashes*
  - *When no paper is loaded in the cassette*
  - *When paper is loaded in the multi-purpose feeder*
  - *When the message <TONER SUPPLY LOW> appears**

  **Only for the MF5650 model.*
- *The machine will be restored from the energy saver mode in the following conditions:*
  - *When receiving print jobs from your computer*
  - *When receiving faxes**
  - *When you pick up the handset of the telephone connected to the machine**
  - *When receiving a call**

  **Only for the MF5650 model.*

Setting the Energy Saver Mode Manually

1 **Press [Energy Saver].**

The LCD is turned off and the Energy Saver key lights up.

NOTE

Right after the machine is restored from the energy saver mode, or right after copying finishes, wait about 2 seconds before pressing [Energy Saver].

Restoring from the Energy Saver Mode Manually

1 **Press [Energy Saver].**

The Energy Saver key goes off and the machine enters the standby mode.

NOTE

The machine can be restored from the energy saver mode immediately. However, it may vary according to room temperature and circumstances.

Paper Handling

CHAPTER 2

This chapter describes the print media you can use with this machine, how to load them, and where to print out the documents.

Print Media Requirements

For high-quality copies, we recommend using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for this machine. If you have any questions about paper and transparencies, contact your local authorised Canon dealer or the Canon help line.

■ Paper Storage

In order to prevent paper jams, follow this procedure below:

- To prevent moisture buildup, store remaining paper wrapped tightly in its original package. Store paper in a dry location, out of direct sunlight.
- To prevent curling, store paper flat, not upright.
- If the paper is curled, uncurl it before loading it in the cassette or multi-purpose feeder. Failure to do so will cause paper creases and a paper jam.

■ Unacceptable Paper

Do not copy on the following types of copy stock. Doing so may result in paper jams.

- Severely curled or wrinkled paper
- Transparencies designed for full-colour copiers or printers
- Paper which has already been copied using a digital full-colour copier (Do not copy on the reverse side.)
- Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)

IMPORTANT

Never attempt to make copies on full-colour transparencies. Doing so may result in product malfunction.

■ Acceptable Paper

	Cassette/Multi-Purpose Feeder
Paper Size	A4, B5, A5, Executive, Letter, Legal*, Envelope*: COM10, Monarch, DL, ISO-C5
Paper Weight	64 g/m^2 to 128 g/m^2
Paper Type	Plain paper, Recycled paper, Heavy paper, Transparency, Envelope

* Only for the multi-purpose feeder.

NOTE

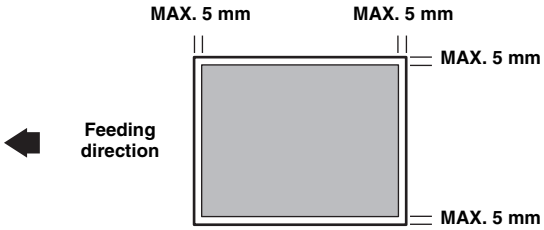
- *The printing speed may become slower than usual depending on the paper size, the paper type, and the number of sheets you specify.*
  This is because the machine's safety function works to prevent the failure due to heat.
- *Some types of paper may not feed properly into the cassette or the multi-purpose feeder.*

Printing Areas

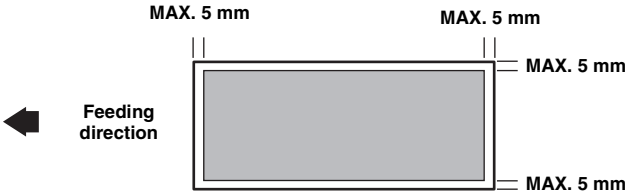
Please note that the term "printing area" represents both the recommended area for optimum print quality and the entire area where the machine can technically print from your computer.

Printing area (light shade): Canon recommends that you print within this area.

■ Paper



■ Envelope



NOTE

Copying areas are a little larger than printing areas.

Loading Paper

This section describes how to load paper in the cassette and the multi-purpose feeder.

CAUTION

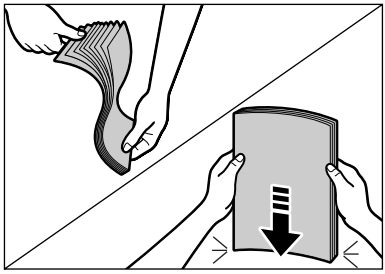
When loading paper, take care not to cut your hands on the edges of the paper.

NOTE

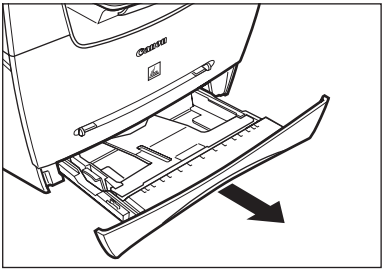
- *The paper in the multi-purpose feeder is fed prior to the paper in the cassette.*
- *The cassette holds up to approximately 250 sheets of 64 g/m^2 paper.*

Loading Paper in the Cassette

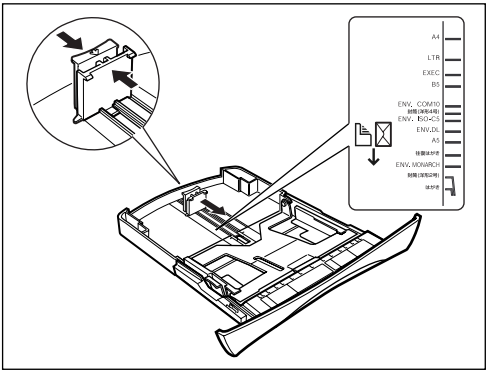
1 **Fan the paper stack first, then tap the edges on a flat surface to even the stack.**



2 **Pull out the cassette completely.**



3 **While holding the lock release lever on the paper guide at the rear of the cassette, slide the paper guide to the mark indicating the desired paper size.**

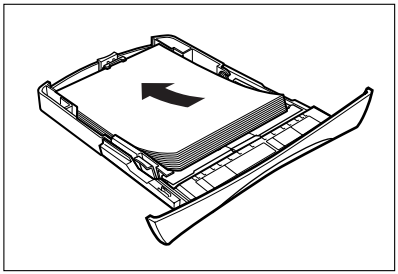


IMPORTANT

If the paper guide is not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

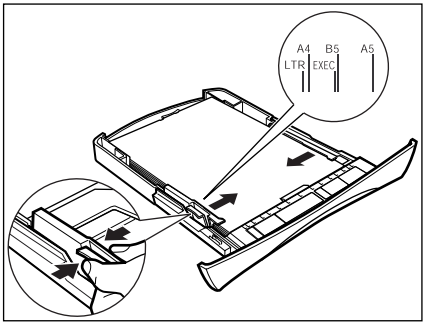
4 **Load the paper stack in the cassette with the print side down.**

When you load paper with a logo on, position the paper with the print side down (logo side) and load it so that the top of the paper feeds first in the cassette.

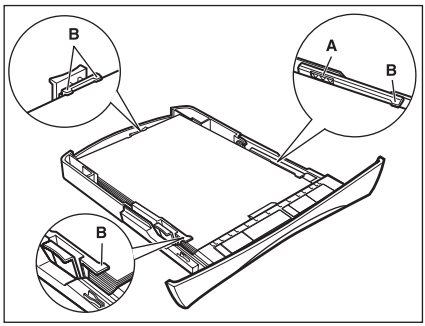


5 **While holding the lock release lever on the paper guide on either side of the cassette, slide the paper guide to the mark indicating the desired paper size.**

The paper guides on the sides of the cassette move together.



Make sure the paper stack does not exceed the load limit mark (A) and it is loaded under the hooks (B) on the paper guides.



IMPORTANT

- *Do not load different size and type of paper at the same time.*
- *Do not load extra paper when there is still paper left in the cassette.*
  If you load extra paper while making copies, remove the loaded paper first.
  Then put it together with the extra paper and tap the edges. After that, reload it in the cassette.

6 **Insert the cassette into the machine.**

NOTE

If you do not completely insert the cassette into the machine, paper jams may occur.

7 **Specify the size and the type of the paper you load.**

For details on how to specify the paper size and type, see "Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)," on p. 2-8.

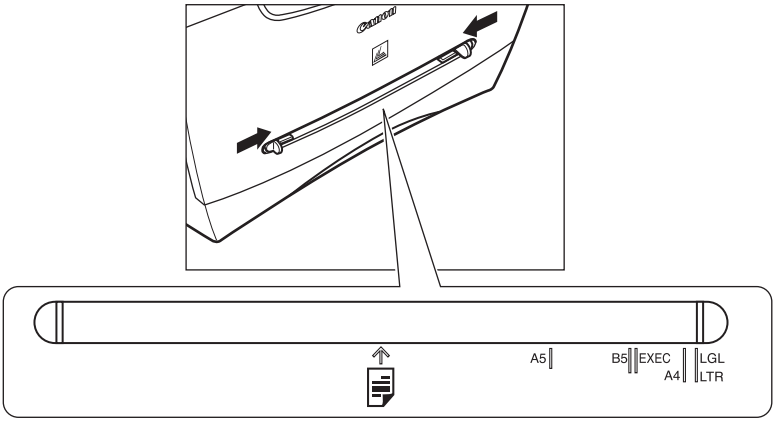
Loading Paper in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print on the different paper which is in the cassette. Load paper one by one in the multi-purpose feeder.

NOTE

The paper in the multi-purpose feeder is fed prior to the paper in the cassette.

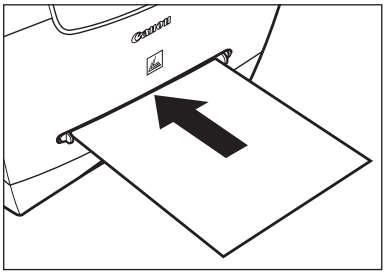
1 **Slide the paper guides to the mark of the desired paper size.**



IMPORTANT

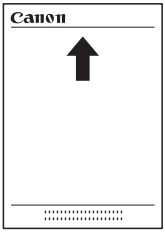
If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

2 **Insert the paper square into the multi-purpose feeder with the print side up.**



NOTE

When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose feeder.



3 **Specify the size and the type of the paper you load.**

For details on how to specify the paper size and type, see "Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)," on p. 2-8.

Loading an Envelope in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print an envelope one by one.

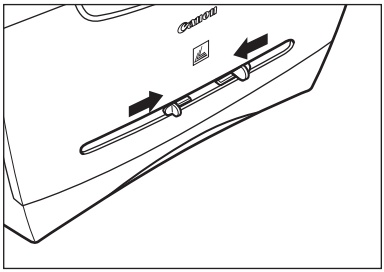
IMPORTANT

The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.

NOTE

The envelope in the multi-purpose feeder is fed prior to the paper in the cassette.

1 **Slide the paper guides to fit the size of the envelope you want to load.**

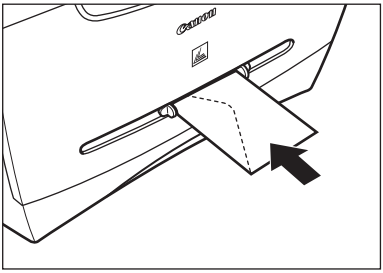


IMPORTANT

If the paper guides are not adjusted correctly for the size of the envelope, the quality of your printouts may be adversely affected.

2 **Insert the envelope square into the multi-purpose feeder with the print side up and the right edge (i.e., closer to the stamp) first.**

If the envelope to be loaded has a flap on the short edge, this edge must enter the machine first. Not loading it this way will result in a paper jam.



3 **Specify the size and the type of the paper you load.**

For details on how to specify the paper size and type, see "Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)," on p. 2-8.

Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)

Specifying the Paper Size

At the factory, the paper size has already been set to <A4>. Each time you change the paper size you load in the cassette or the multi-purpose feeder, it is necessary to specify the paper size according to the following.

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [OK].**

3 **Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [OK].**

4 **Press [◀(-)] or [▶(+)] to select <PAPER SIZE> → press [OK].**

5 **Press [◀(-)] or [▶(+)] to select the appropriate paper size → press [OK].**

You can select from the following paper sizes: A4, B5, A5, EXECUTIV (Executive), COM10, MONARCH, DL, ISO-C5, LTR (Letter), and LGL (Legal).

NOTE

Select <COM10>, <MONARCH>, <DL>, or <ISO-C5> for envelopes.

6 **Press [Stop/Reset] to return to the standby display.**

Specifying the Paper Type

<PLAIN PAPER> is selected as the default paper type. When using paper other than plain paper, you can specify the paper type according to the following. Specifying the paper type can prevent poor copy quality, or the printout not being printed correctly.

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [OK].**

3 **Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [OK].**

4 **Press [◀(-)] or [▶(+)] to select <PAPER TYPE> → press [OK].**

5 **Press [◀(-)] or [▶(+)] to select the appropriate paper type → press [OK].**

You can select from the following paper types:

- Plain paper (64 g/m^2 to 90 g/m^2): <PLAIN PAPER>, <PLAIN PAPER L>*1
- Heavy paper (91 g/m^2 to 128 g/m^2): <HEAVY PAPER>, <HEAVY PAPER H>*2
- Transparency: <TRANSPARENCY>
- Envelope: <HEAVY PAPER>, <HEAVY PAPER H>*2

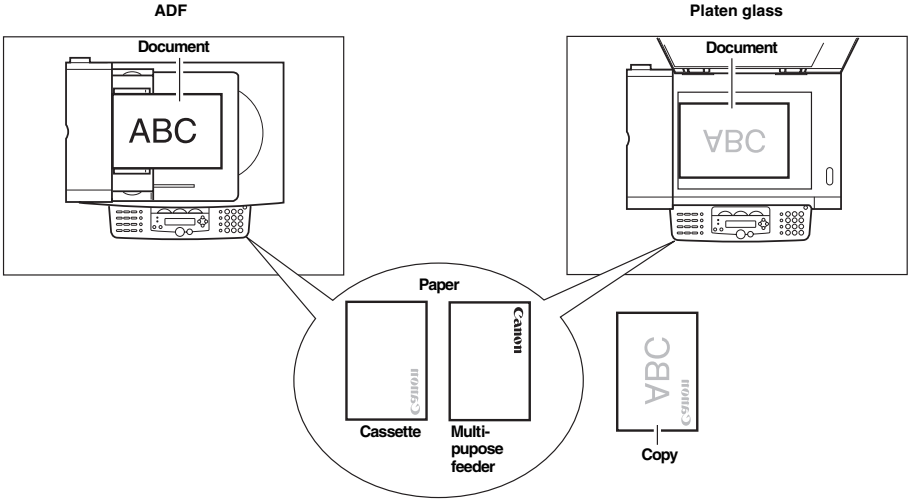
*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

6 **Press [Stop/Reset] to return to the standby display.**

Orientation of the Document and the Paper Loading

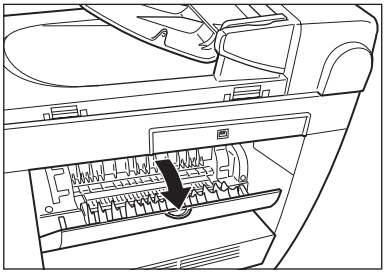
When you load or place a document in the ADF or on the platen glass, the orientation of the document and the orientation of the paper in the cassette or in the multi-purpose feeder are as shown below.



Selecting the Paper Output Area

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up from the output area. Select the area depending on your purpose by opening or closing the face up cover.

Open the face up cover for face up paper output, or close the face up cover and pull out the output tray for face down paper output.



IMPORTANT

Do not open or close the face up cover while copying and printing.

Paper Type and Paper Output Area

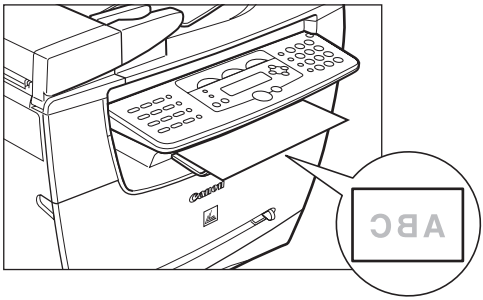
Select the suitable paper output area depending on the paper type and your purpose.

Paper Type	Paper Output Area	The Number of Output Sheets
Plain Paper	face up	1 sheet
	face down	approx. 60 sheets (64 g/m^2 to 75 g/m^2)
Recycled Paper	face up	1 sheet
	face down	approx. 30 sheets (64 g/m^2 to 75 g/m^2)
Heavy Paper	face up	1 sheet
	face down	approx. 30 sheets (75 g/m^2 to 128 g/m^2)
Transparencies	face up	1 sheet
	face down	10 sheets
Envelopes	face up	1 sheet
	face down	10 sheets

Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.
Paper is stacked in printed order.

Close the face up cover, and pull out the output tray.



IMPORTANT

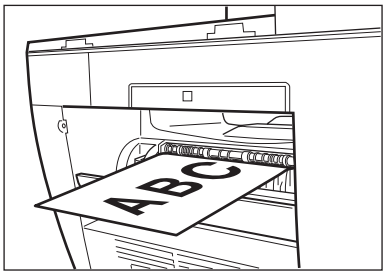
- *Do not place the delivered paper back on the output tray. Doing so may result in paper jams.*
- *Do not place objects other than paper on the output tray. Doing so may result in paper jams.*

Face Up Paper Output Area

The paper is delivered with the printed side up from the face up paper output at the rear of the machine.
This way is convenient for printing on transparencies, or envelopes which tend to curl, because the paper is delivered straight through out of the machine.

Open the face up cover.

- Remove the delivered paper one by one.



IMPORTANT

- *Do not pull the paper forcibly.*
- *This machine has no face up output tray. Remove the delivered paper with your hand.*
- *Do not place an object in front of the face up paper output to prevent a paper jam.*

Document Handling

CHAPTER 3

This chapter describes the types of documents you can scan, copy or send with this machine and how to set them on the platen glass or in the ADF.

Document Requirements

The documents you place on the platen glass or loaded in the ADF for copying, scanning, or sending must meet these requirements:

	Platen Glass	ADF
Type of Document	Plain paper Thick documents Photographs Small documents (e.g., index cards) Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) Book	Plain paper (multiple page documents of the same size, thickness, and weight or one page documents)
Size (W x L)	Max. 216 mm x 297 mm	Max. 216 mm x 356 mm Min. 148 mm x 105 mm
Quantity	1 sheet	Max. 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed) Max. 50 sheets*2 or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference)
Weight	Max. 2 kg	64 g/m^2 to 105 g/m^2/document

*1 When scanning, copying, and sending a transparent document such as tracing paper or transparencies, place a piece of plain white paper behind the document.

*2 80 g/m^2 paper

NOTE

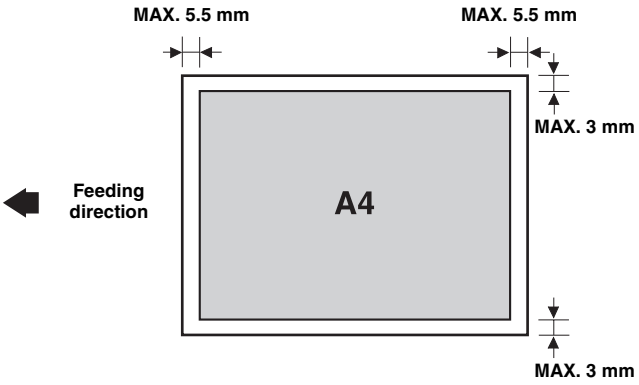
When making copies of a small size document, the copy speed may be slightly slower than usual.

Problem Documents

- Make sure any glue, ink, or correction fluid on the document is completely dry before placing it on the platen glass or loading it in the ADF.
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Torn paper
  - Hole-punched paper
  - Carbon paper or carbon-backed paper
  - Coated paper
  - Onion skin or thin paper

Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.



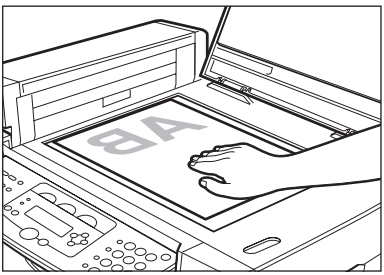
Setting Up Documents

For scanning, place your documents on the platen glass or load them in the ADF. Where you set up your documents depends on the size and type of documents you want to scan. (See "Document Requirements," on p. 3-1.)

Placing a Document on the Platen Glass

1 **Open the platen glass cover.**

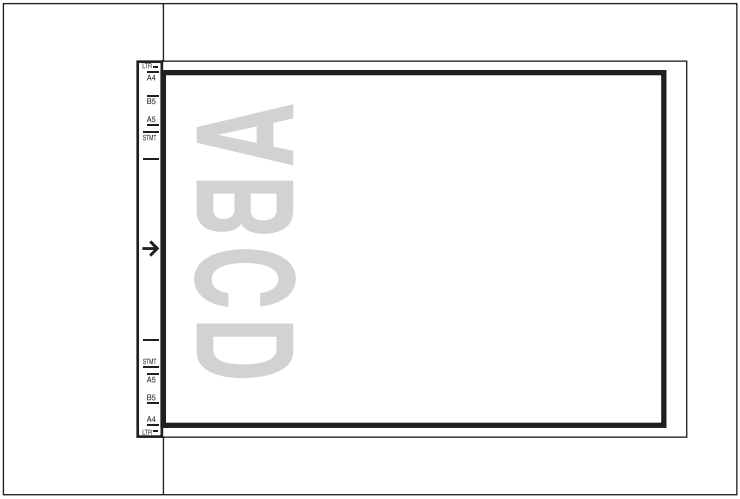
2 **Place your document face down on the platen glass.**



Use the paper size marks on the left side of the platen glass to position a document.

- If your document conforms to a standard paper size (e.g., A4 or A5), align the document between the appropriate paper size marks.
- If you do not know the size of your document, or if your document does not match any of the paper size marks, align the centre of your document with the → mark.

The illustration below shows how to place an A4-size document on the platen glass.

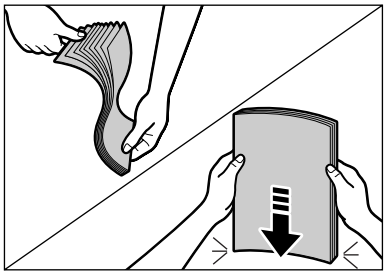


3 **Gently lower the platen glass cover.**

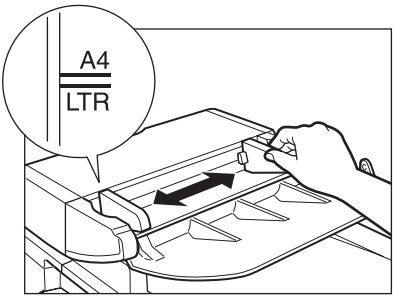
The document is now ready for scanning.

Loading Documents in the ADF

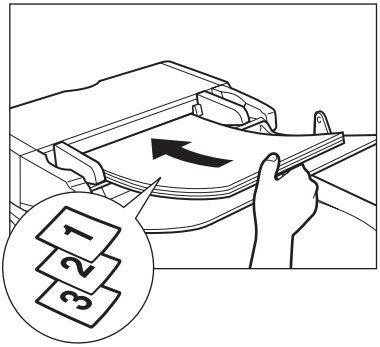
1 **Fan the edges that will feed into the machine first, then tap the edges of multiple page documents on a flat surface to even the stack.**



2 **Adjust the document guides to the width of the document.**



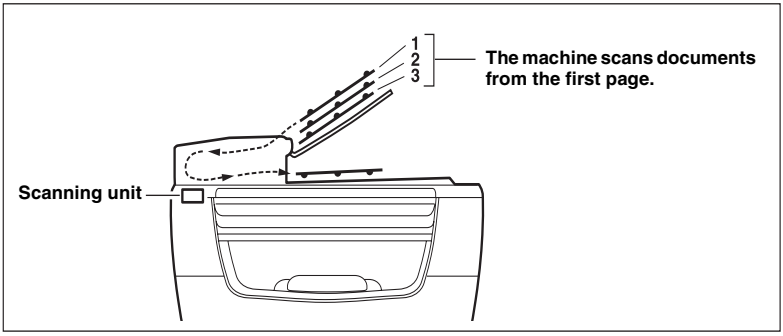
3 **Load the documents face up in the ADF.**



NOTE

- *For multiple page documents, the pages are fed one by one from the top of the stack (from the first page).*
- *Wait until all pages of your document have been scanned before starting a new job.*
- *30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed), or 50 sheets (80 g/m^2) or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference) documents can be loaded in the ADF. If the documents exceed the capacity of the ADF, paper jams may occur.*

The Paper Path of the ADF



NOTE

- *When documents are loaded in the ADF, the scanning unit moves to the position shown above and stays there.*
- *When documents are not loaded in the ADF, the scanning unit moves to scan it.*

4 CHAPTER

Printing from Your Computer

This chapter explains how to print the documents from your computer using the printer driver included in the CD-ROM.

Before Printing

Before printing, software must be installed in your computer.

- If not, please see "Install software," in the *Set-Up Sheet* or Chapter 1, "Installation," in the *Software Guide*.

Check if the machine is selected as the default printer.

- You can check if your machine is set as the default printer when you open the [Print] dialog box in an application and your machine is selected in the printer box. (See the next page for details.)

Follow this procedure if it is not selected:

1 **Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.**

● **On Windows XP:**

❑ Click [start] on the Windows task bar → select [Printers and Faxes].

● **On Windows 98/Me/2000:**

❑ Click [Start] on the Windows task bar → select [Settings] → [Printers].

2 **Click the corresponding printer driver and/or fax driver icon.**

3 **From the [File] menu, click [Set as Default Printer] (Windows 98/Me: [Set as Default]).**

Printing Documents

The general steps for printing a document are explained below.

1 **Load paper in the cassette or the multi-purpose feeder.**

For details on how to load paper, see "Loading Paper," on p. 2-3.

2 **Open the document in an application.**

3 **Select the command to print.**

In most cases, click [Print] in the [File] menu.

The [Print] dialog box appears.

4 **From the [Select Printer] list box or the [Name] pull-down list in the [Print] dialog box, select the printer to be used.**

5 **Click [Preference] or [Properties].**

NOTE

Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet. (Only for Windows 2000.)

6 **Specify the required settings → click [OK].**

7 **Click [Print] or [OK].**

Printing starts.

NOTE

To cancel printing, click [Cancel].

Canceling Printing

1 **Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.**

- **On Windows XP:**
  - ❑ Click [start] on the Windows task bar → select [Printers and Faxes].
- **On Windows 98/Me/2000:**
  - ❑ Click [Start] on the Windows task bar → select [Settings] → [Printers].

2 **Double-click the corresponding printer driver icon.**

3 **Right click the print job → click [Cancel Printing].**

NOTE

You can also cancel a print job using [Status Monitor] on the operation panel of the machine. (See "Confirming and Deleting a Print Job," on p. 7-3.)

More Information

For detailed information on all printing features, see Chapter 2, "Printing," in the *Software Guide*.

Copying

5
CHAPTER

This chapter explains how to make copies, adjust scan settings to improve the image quality, and enlarge or reduce the copy sizes. It also describes the special copy features.

Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on setting up documents, see Chapter 3, "Document Handling."

Making Copies

NOTE

- *When making copies on A4-size paper after having continuously copied on paper smaller than A4-size paper, the copies may be dirty. To prevent copies from being dirty, wait about 1 minute before making copies.*
- *When making copies of a small size or heavy paper*, etc., the copy speed may be slightly slower than usual.*
  ** The paper type should be selected in the Menu. (See "Specifying the Paper Type," on p. 2-9.)*
- *If you intend to make a copy and print with a thermal transfer printer using the same sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.*
- *When copying onto transparencies, remove each transparency from the output tray as it is output.*

1 **Place the document on the platen glass or load it in the ADF.**

For details on how to place or load documents, see "Setting Up Documents," on p. 3-2.

2 **Press [COPY].**

3 **Use the numeric keys to enter the number of copies.**

You can set up to 99 copies.

4 **Adjust any necessary settings for your document.**

- Specify the size and the type of the paper you load in the cassette or the multi-purpose feeder. (See "Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)," on p. 2-8.)
- Press [Image Quality] to select the scanning resolution. (See "Adjusting the Image Quality (Resolution)," on p. 5-3.)
- Press [Exposure] to select the scanning exposure. (See "Adjusting the Exposure (Density)," on p. 5-3.)
- Press [Enlarge/Reduce] to select the copy ratio. (See "Setting Enlarging/Reducing," on p. 5-2.)

5 **Press [Start].**

NOTE

- *To cancel copying, press [Stop/Reset] → follow the instructions in the LCD.*
  You can also cancel copying using [Status Monitor]. (See "Confirming and Deleting a Copy Job," on p. 7-2.)
- *When cancel copying while scanning a document from the ADF, the document may jam in the ADF. If the paper jam occurs, the LCD displays <CHECK DOCUMENT>, or <DOCUMENT TOO LONG>. (See "Removing Jammed Paper from the ADF," on p. 9-6.)*

Setting Enlarging/Reducing

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

Enlarging/Reducing Using Preset Copy Ratios

1 **Press [Enlarge/Reduce].**

2 **Press [◀(-)] or [▶(+)] to select the copy ratio → press [OK].**

You can select from the following:

- 200% MAX.
- 141% A5 → A4
- 100%
- 70% A4 → A5
- 50% MIN.

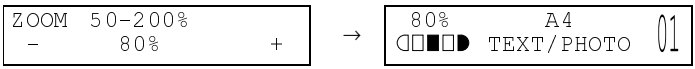
NOTE

- *If the <PAPER SIZE GROUP> setting of <COPY SETTINGS> menu in the Menu is set to <INCH> or <AB>, the preset copy ratios will be as follows:*
  INCH: 50%, 64%, 78%, 100%, 129% and 200%;
  AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141% and 200%.
- *Enlarging or reducing using preset copy ratio is not available with the 2 on 1 copy function.*
- *To return the copy ratio to 100%, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [OK].*
  You can also return the ratio to 100% using a custom copy ratio. (See "Enlarging/Reducing Using Custom Copy Ratios" below.)

Enlarging/Reducing Using Custom Copy Ratios

1 **Press [Enlarge/Reduce] twice.**

2 **Use the numeric buttons to enter the copy ratio → press [OK].**



- You can enter the copy ratio from 50% to 200%, selectable in 1% increments.
- Even after entering the copy ratio, you can use [◀(-)] or [▶(+)] to adjust the copy ratio. To increase the copy ratio, press [▶(+)]. To decrease the copy ratio, press [◀(-)].

NOTE

- *Enlarging or reducing using a custom copy ratio is not available with the 2 on 1 copy function.*
- *To return the copy ratio to 100%, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [OK].*
  You can also return the ratio to 100% using a preset copy ratio. (See "Enlarging/Reducing Using Preset Copy Ratios" above.)

Adjusting the Image Quality (Resolution)

You can adjust image quality to the appropriate level best suited for a document with text or photos. Three modes are available for adjusting the image quality.

1 **Press [Image Quality].**

2 **Press [Image Quality] repeatedly until the image quality you want appears.**

You can select from the following:

- <TEXT> for text-only documents
- <PHOTO> for photographs
- <TEXT/PHOTO> for documents with text and photographs

NOTE

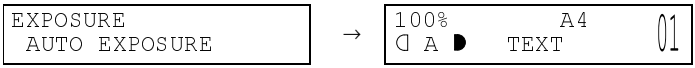
Copy exposure automatically changes to manual mode when <TEXT/PHOTO> or <PHOTO> is set.

Adjusting the Exposure (Density)

You can adjust the copy exposure automatically or manually according to how light or dark your document is.

■ Adjusting Automatically

1 **Press [Exposure] twice to select the auto mode → press [OK].**



The copy exposure is adjusted automatically.

NOTE

Image quality mode automatically changes to <TEXT> when <AUTO > is set.

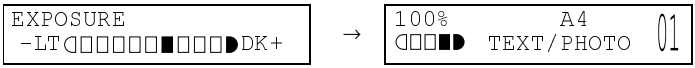
■ Adjusting Manually

1 **Press [Exposure] to select the manual mode.**

2 **Press [◀(-)] or [▶(+)] to adjust the copy exposure → press [OK].**

For a lighter copy exposure, press [◀(-)].

For a darker copy exposure, press [▶(+)].



NOTE

When setting the exposure lighter, the indicator moves to the left. When setting the exposure darker, the indicator moves to the right.

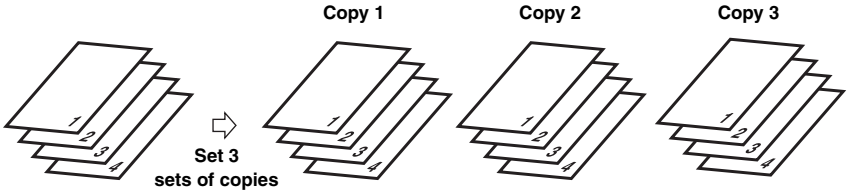
Special Features

The machine has the following SPECIAL COPY features. These features allow you to sort copies in page order and create special copies easily.

- Collate Copy
  Sorts copies in page order.
- 2 on 1
  Reduces two documents to fit on a single paper.
- Reserve Copy
  Reserves the next job while the machine is printing out.

Collate Copy

The collate copy allows you to sort copies in page order. It is convenient when you make multiple copies of multiple page documents.



■ When Loading Documents in the ADF

1 **Load documents face up in the ADF.**

For details on how to load documents in the ADF, see "Loading Documents in the ADF," on p. 3-3.

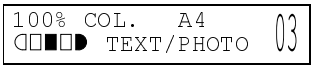
2 **Press [Collate/2on1].**

<COL.> appears in the LCD.

NOTE

If <AUTO SORT> in <COPY SETTINGS> of the Menu is set to <ON>, the collate copy feature is automatically set. (See <5. AUTO SORT> of "Menu Descriptions," on p. 10-4.)

3 **Use the numeric keys to enter the number of copies you want.**



You can set up to 99 copies.

4 **Press [Start].**

The machine begins scanning from the first page of the document. After scanning, the scanned documents will come out in order.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD, and the document being scanned stops in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-6 to clear the paper jam in the ADF.
If this happens, reduce the documents to be scanned. Or, change the image quality mode to <TEXT>.

■ When Placing a Document on the Platen Glass

1 **Place the first page of a document on the platen glass.**

For details on how to place documents on the platen glass, see "Placing a Document on the Platen Glass," on p. 3-2.

2 **Press [Collate/2on1].**

<COL.> appears in the LCD.

3 **Use the numeric keys to enter the number of copies you want.**

You can set up to 99 copies.

4 **Press [Start].**

The machine begins scanning.

5 **Place the next page of the document on the platen glass.**

```
NEXT PAGE     | START
END SCANNING |OK
```

6 **Press [Start].**

Repeat step 5 and 6 to scan all documents.

7 **Press [OK].**

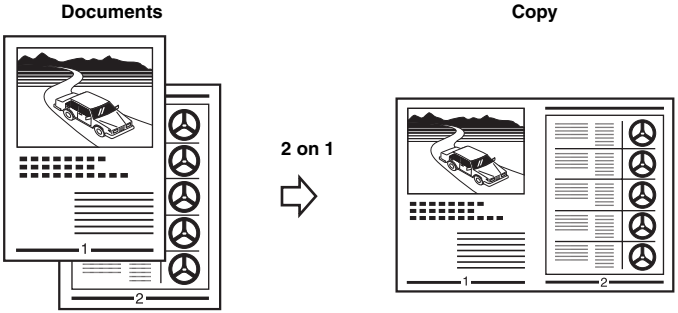
The machine begins printing out.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning is canceled. In this case, reduce the documents to be scanned. Or, change the image quality mode to <TEXT>.

2 on 1 Copy

Use the 2 on 1 copy function to reduce two sheets to fit on one sheet.



NOTE

- *This function is not available with an enlarging or reducing function.*
- *This function is available only when the paper size setting is set to <A4> or <LTR>.*
- *When using the ADF, do not copy the documents printed on both sides.*

■ When Loading Documents in the ADF

1 **Load documents face up in the ADF.**

For details on how to load documents in the ADF, see "Loading Documents in the ADF," on p. 3-3.

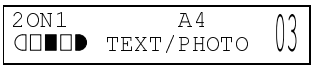
NOTE

If you are making a 2 on 1 copy of a document with an odd number of pages, add one more blank A4-size paper to scan.

2 **Press [Collate/2on1] twice.**

<2ON1> appears in the LCD.

3 **Use the numeric keys to enter the number of copies you want.**



You can set up to 99 copies.

4 **Press [Start].**

NOTE

If <MEMORY FULL> appears in the LCD while scanning, the document being scanned stops in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-6 to clear the paper jam in the ADF.

■ When Placing a Document on the Platen Glass

1 **Place the first page of a document on the platen glass.**

For details on how to place documents on the platen glass, see "Placing a Document on the Platen Glass," on p. 3-2.

2 **Press [Collate/2on1] twice.**

<2ON1> appears in the LCD.

3 **Use the numeric keys to enter the number of copies you want.**

You can set up to 99 copies.

4 **Press [Start].**

The machine begins scanning.

5 **Place the next page of the document on the platen glass.**

```
NEXT PAGE      |START
END SCANNING   |OK
```

6 **Press [Start].**

Repeat steps 5 and 6 to scan all documents.

After scanning every two sheets, the quantity of copies of the document specified in step 2 will be printed out.

7 **Press [OK].**

NOTE

If the image quality mode is set to other than <TEXT> when making a 2 on 1 copy of a document which has many graphics or photos, <MEMORY FULL> will appear in the LCD and copying will be canceled. If this happens, change image quality mode to <TEXT>. Even if you do so, <MEMORY FULL> may appear depending on the document, and copying may be canceled.

Reserve Copy

This feature allows you to reserve the next job while the machine is printing out a current job.

NOTE

The machine can store up to 10 copy jobs in memory.

1 **Press [Stop/Reset] twice to return to the standby display while the machine is printing out.**

NOTE

It is necessary to return to the standby display in order to reserve the next copy job.

2 **Place the document to be reserved on the platen glass or load it in the ADF.**

For details on how to place or load documents, see "Setting Up Documents," on p. 3-2.

3 **Use the numeric buttons to enter the number of copies.**

You can set up to 99 copies.

4 **Adjust any necessary settings for your document.**

- Press [Image Quality] to select the scanning resolution. (See "Adjusting the Image Quality (Resolution)," on p. 5-3.)
- Press [Exposure] to select the scanning exposure. (See "Adjusting the Exposure (Density)," on p. 5-3.)
- Press [Enlarge/Reduce] to select the copy ratio. (See "Setting Enlarging/Reducing," on p. 5-2.)

5 **Press [Start].**

The machine begins scanning.

NOTE

- *After printing of the current copy job is complete, the next copy job begins.*
- *If the memory becomes full while scanning, <MEMORY FULL> appears in the LCD. When the ADF is used for scanning, the document being scanned stops in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-6 to clear the paper jam in the ADF.*
  All of the scanned documents will be erased if <MEMORY FULL> appears, so divide the document and copy each part separately, or select a lower image quality mode and make copies again.

Scanning

6
CHAPTER

This chapter briefly explains how to scan documents into your computer using the scanner driver included in the CD-ROM.

Before Scanning

Before scanning, software must be installed in your computer.

- If not, please see "Install software," in the *Set-Up Sheet* or Chapter 1, "Installation," in the *Software Guide*.

Check if the scanner driver is installed in your computer by following this procedure.

1 **Open the [Scanners and Cameras] folder (Windows 98/Me/2000: the [Scanners and Cameras Properties] dialog box).**

- **On Windows XP:**
  - ❑ Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras].
- **On Windows 98/Me/2000:**
  - ❑ Click [Start] on the Windows task bar → select [Settings] → [Control Panel] → double click [Scanners and Cameras].

2 **Make sure there is the corresponding scanner driver name or icon.**

Scanning Methods

There are two methods of scanning documents to your computer:

- Using a TWAIN- or WIA- (Windows XP) compliant Windows application
- Using [SCAN] on the operation panel of the machine

IMPORTANT

For better scanning quality, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.

This section explains how to scan using [SCAN] on the operation panel of the machine. By pressing [SCAN] → [Start] on the operation panel of the machine, you can scan documents to your computer.

1 **Place the document on the platen glass or load it in the ADF.**

For details on how to place or load documents, see "Setting Up Documents," on p. 3-2.

2 **Press [SCAN] → [Start] on the machine.**

If you are asked to select the program to launch, select "MF Toolbox Ver4.7."

Scanning starts.

The MF Toolbox and the MF Toolbox settings dialog box will open, but the document will be scanned without pressing [Start].

The scanned document will be processed according to your settings.

When you use [Start] for the first time, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. If there is no [My Pictures] folder, the folder with the scanning date will be created in the [My Documents] folder and your document will be saved in this folder.

More Information

For detailed information on all scanning features, see Chapter 3, "Scanning," in the *Software Guide*.

System Monitor

CHAPTER 7

This chapter explains how to check the status of the jobs stored in the machine, and to confirm or delete them as needed.

Checking the Status of the Jobs Stored in the Machine

Use [Status Monitor] to confirm or delete copy, fax*, print and report jobs stored in the machine.

When using [Status Monitor], the LCD displays the jobs in the following order in each mode.

In Copy mode,

- COPY STATUS
- RX/TX STATUS*
- TX/RX LOG*
- PRINT STATUS
- REPORT STATUS

In Fax mode*,

- RX/TX STATUS
- TX/RX LOG
- PRINT STATUS
- REPORT STATUS
- COPY STATUS

* Only for the MF5650 model.

NOTE

[Status Monitor] is disabled in the Scan mode.

Confirming and Deleting a Fax Job

Follow the procedure below to confirm the sending or receiving status.

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <RX/TX STATUS> → press [OK].**

NOTE

- *If there is no job, <NO CURRENT RX/TX JOB> is displayed.*
- *If there is only one fax job, go to step 4.*
- *The transaction number and <TX/RX> in the LCD mean the following:*
  - *<0001> to <4999>: A sent document (TX)*
  - *<5001> to <9999>: A received document (RX)*

3 **Press [◀(-)] or [▶(+)] to confirm the fax/telephone number.**

NOTE

For the fax job with multiple destinations (sequential broadcasting), only the fax/telephone number to be sent first is displayed.

4 **If you want to delete the fax job, press [OK].**

NOTE

If you delete the fax job with multiple destinations, the machine does not send the fax to any of the destinations registered for the job.

5 **If you decide to delete the job, press [◀(-)] for <YES>.**

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

Confirming Transmission Results

Follow the procedure below to confirm the sending or receiving results.

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <TX/RX LOG> → press [OK].**

NOTE

If there is no job, <NOT FOUND !> is displayed.

3 **Press [◀(-)] or [▶(+)] to confirm the sending or receiving results.**

Confirming and Deleting a Copy Job

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <COPY STATUS> → press [OK].**

NOTE

- *If there is no job, <NO COPY JOBS EXIST> is displayed.*
- *If there is only one copy job, go to step 4.*

3 **Press [◀(-)] or [▶(+)] to confirm the job number, and the quantity of copies.**

4 **If you want to delete the copy job, press [OK].**

5 **If you decide to delete the job, press [◀(-)] for <YES>.**

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

Confirming and Deleting a Print Job

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <PRINT STATUS> → press [OK].**

NOTE

- *If there is no job, <NO PRINT JOBS EXIST> is displayed.*
- *If there is only one print job, go to step 4.*

3 **Press [◀(-)] or [▶(+)] to confirm the file name.**

4 **If you want to delete the print job, press [OK].**

5 **If you decide to delete the job, press [◀(-)] for <YES>.**

NOTE

- *To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.*
- *The LCD can display characters in ASCII cord. Using characters other than those in ASCII cord may have the LCD display garbled characters.*

Confirming and Deleting a Report Job

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <REPORT STATUS> → press [OK].**

NOTE

- *If there is no job, <NO REPORT JOBS EXIST> is displayed.*
- *If there is only one report job, go to step 4.*

3 **Press [◀(-)] or [▶(+)] to confirm the report.**

4 **If you want to delete the report job, press [OK].**

5 **If you decide to delete the job, press [◀(-)] for <YES>.**

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

Maintenance

8
CHAPTER

This chapter explains how to clean the machine, replace the toner cartridge, and repack and transport the machine.

Periodic Cleaning

Your machine requires little periodic maintenance. This section describes the necessary cleaning procedures for your machine.

CAUTION

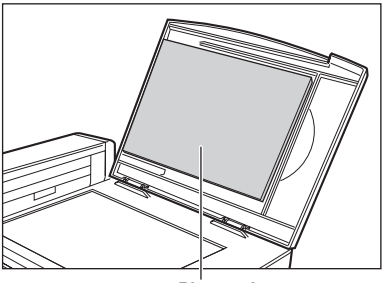
- **When cleaning the machine's exterior or the platen glass, be sure to disconnect the power cord before cleaning the machine.**
- **For the MF5650 model, print any received faxes stored in the memory before disconnecting the power cord, since the documents in the memory are backed up only for about 3 minutes.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**
  Use a soft cloth to avoid scratching the components.
- **Never use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.**

Cleaning the Exterior

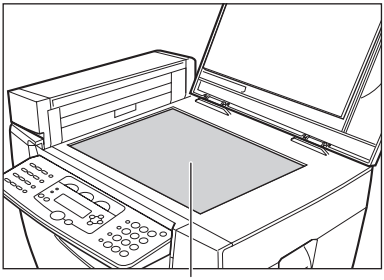
Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.

Cleaning the Scanning Area

Wipe the scanning area (shaded area) with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



Platen glass cover

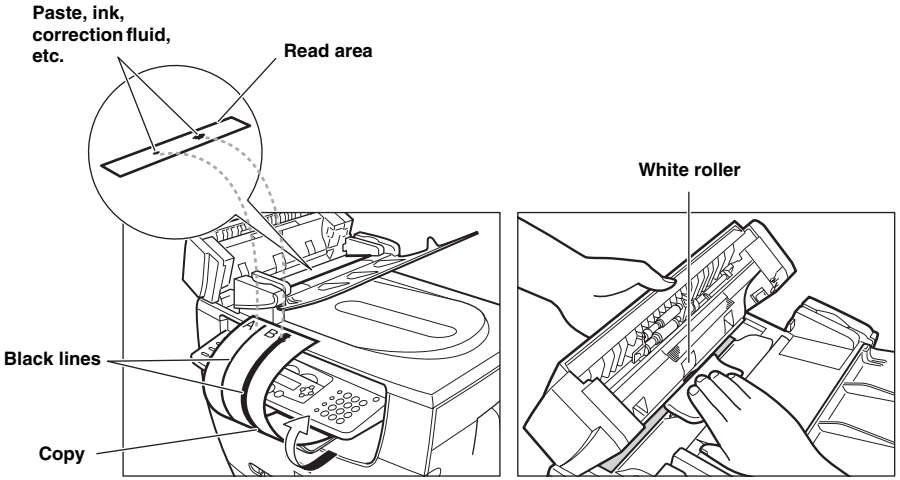


Platen glass

Cleaning the ADF Area

Black lines may appear in copies when the ADF is used to feed documents.
This is caused by paste, ink, correction fluid, or other foreign matters in the read area of the platen glass (shaded area). Use a clean soft cloth to wipe the read area clean. Take particular care to clean at the locations where the black lines are appearing on copies.

If you have trouble getting the glass clean, wipe with a cloth moistened with water or a mild neutral detergent, and then wipe the glass dry with another cloth.



IMPORTANT

- *Paste, ink, correction fluid, and other foreign matter can soil the platen glass when you send a document through the ADF while the paste, ink, or correction fluid on the document is still wet. This is what causes black lines on copies. Whenever you load a document in the ADF, always check to make sure that any paste, ink, or correction fluid that is on the document is completely dry.*
- *When cleaning the read area of the platen glass, take care not to damage the white roller located on the centre of the ADF.*

When to Replace the Cartridge

The cartridge is a consumable item and should be replaced when the toner runs out.

If white streaks or light bands appear on the printouts, the toner is running low.

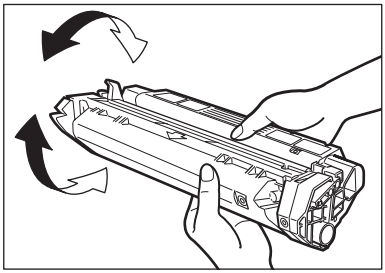
Paper feeding direction

NOTE

Before handling the cartridge, see the precautions in "Handling and Storing the Cartridge," on p. 8-4.

1 **Remove the cartridge from the machine.**

2 **Rock the cartridge 5 or 6 times to distribute the toner evenly.**



3 **Reinstall the cartridge in the machine.**

4 **Make a few test copies.**

- **If the copies appear normal:**

  You can keep using the cartridge. However, a new one will be needed soon.

- **If white streaks or light bands are still present:**

  ❑ Replace the cartridge with a new one.
  For details on how to replace the cartridge, see "Replacing the Cartridge," on p. 8-6.

Print Yield

This section describes the approximate number of printouts that can be made per cartridge.

■ Approximate Print Yield

Canon Cartridge X25: Approx. 2,500 printouts (A4 at 4% dot coverage*).

* The term "A4 at 4% dot coverage" denotes a document on which the area covered with toner is 4% of the total area of an A4-size sheet.

- The actual number of printouts that can be made per cartridge depends in part on the exposure setting, room temperature, and humidity.
- If you print a large number of documents which contain heavy print or many photographs, toner consumption will increase, and white streaks will appear on printouts sooner than indicated above. Toner consumption will also increase if you print with the platen glass cover left open.
- If you print small size documents or documents with less dot coverage, you may be able to print more sheets of paper than indicated above. However, dark bands might appear on printouts if you keep using the same cartridge for an extended period of time.

Handling and Storing the Cartridge

This section describes the precautions to ensure optimum copy quality.

■ Handling Precautions

WARNING

- **Do not throw the cartridge into open flames, as this may cause the toner to ignite and result in burns or a fire.**
- **The cartridge emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from the cartridge, and consult a physician.**

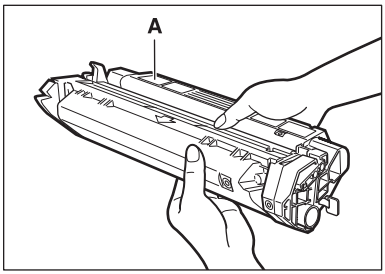
IMPORTANT

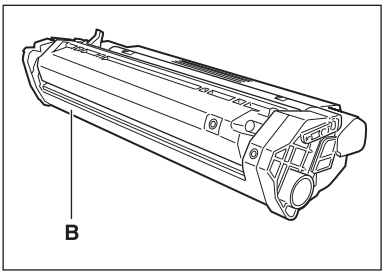
Never attempt to disassemble the cartridge or open the drum protective shutter.

NOTE

- *If the machine is brought from the cold outdoors into a warm room, or if the room is rapidly heated, condensation may form inside the machine.*
  This can adversely effect the quality of your printouts (e.g., copies are completely black).
  When the machine is exposed to such conditions, allow at least 2 hours for the machine to adjust to room temperature before attempting to use it.
- *When handling the cartridge, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner, and make it impossible to remove the toner stains.*

- *Always hold the cartridge as shown so that the side with the instructions (A) faces up. Do not forcefully move or push the drum protective shutter (B) in any way.*





■ Storage Precautions

WARNING

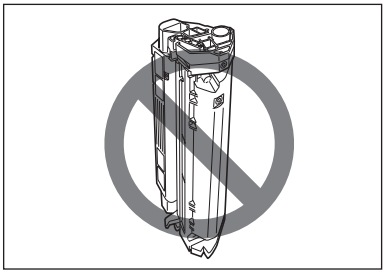
Do not store cartridges or copy paper in places exposed to open flames, as this may cause the toner or copy paper to ignite, resulting in burns or a fire.

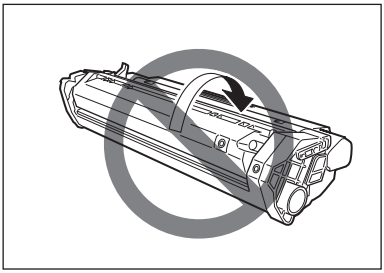
CAUTION

Keep cartridges and other consumables out of the reach of children. If the contents of these items are ingested, consult a physician immediately.

IMPORTANT

- *Place the cartridge in its protective bag so that the side with the written instructions faces up. Then, place the bagged cartridge into its shipping box. Store the unused cartridge out of direct sunlight.*
- *For partially used/opened cartridges, place the cartridge in its protective bag so that the side with the written instructions faces up. Then place the bagged cartridge into its shipping box and store it away from direct sunlight.*
- *Avoid storing the cartridge in front of heaters and humidifiers, etc. Store it in a location where the temperature does not exceed 40°C.*
- *The recommended storage conditions are as follows:*
  - *Temperature: 0°C to 35°C*
  - *Relative Humidity: 35% to 85%*
- *Be sure to remove the toner cartridge from the machine when disposing of the machine.*
- *Do not stand the cartridge on end or turn it upside down.*





■ Storing Partially Used Cartridges

If you remove a cartridge from the machine, store the cartridge as described below.
Place the cartridge in its protective bag so that the side with the written instructions faces up. Then, place the cartridge into its shipping box. Be sure to securely close the lid of the shipping box.

If you do not have the protective bag or shipping box for the cartridge, store the cartridge in a dark location.

■ Recycling Used Cartridges

In order to make effective use of the earth's natural resources and protect the environment, we urge you to recycle used cartridges by returning them to the place of purchase.

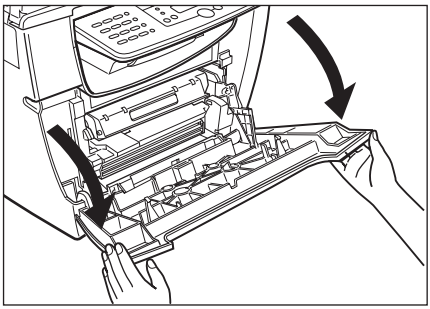
Replacing the Cartridge

This section describes how to remove the used cartridge and replace it with a new one. Before replacing the cartridge, be sure to read the section "When to Replace the Cartridge," on p. 8-3.

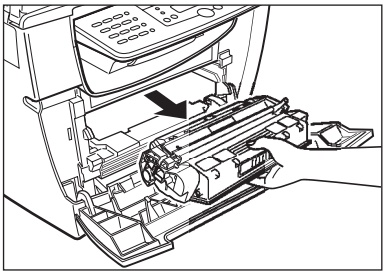
NOTE

Before handling the cartridge, see the precautions in "Handling and Storing the Cartridge," on p. 8-4.

1 **Open the front cover.**



2 **Remove the cartridge from the machine.**

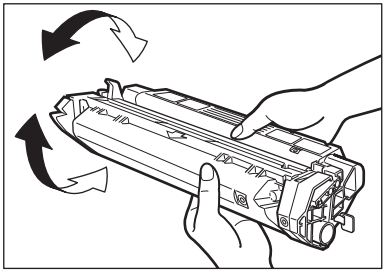


3 **Remove the new cartridge from its protective bag.**

NOTE

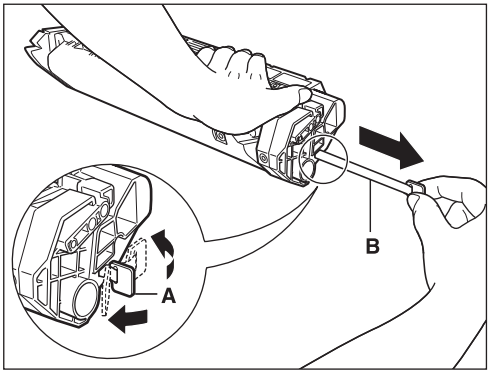
Save the protective bag. You may need it later when you remove the cartridge from the machine.

4 **Rock the cartridge 5 or 6 times to distribute the toner evenly.**



5 **Place the cartridge on a flat and stable surface. Fold the tab (A) on the sealing tape (B) as shown below, and pull it out straight while supporting the cartridge.**

Make sure that the tab itself is detached from the cartridge.

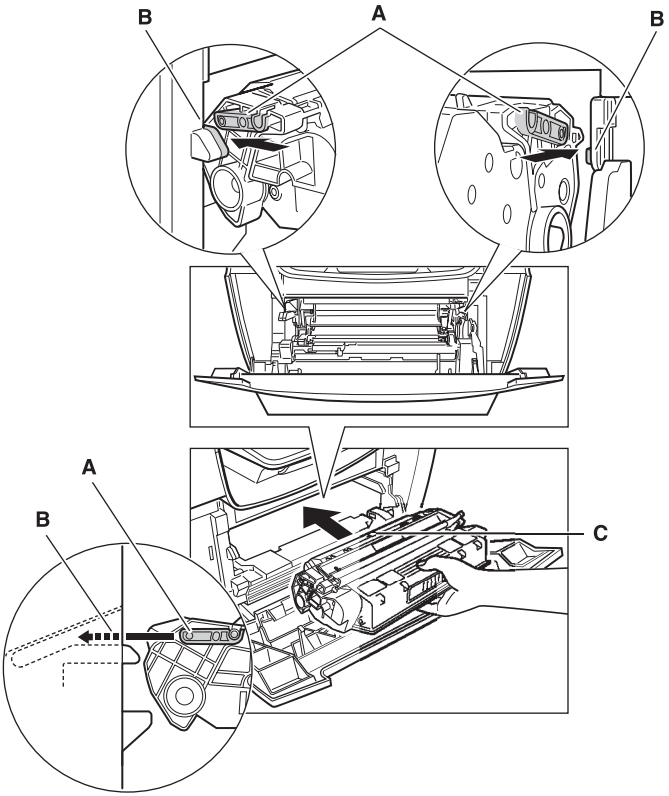


IMPORTANT

To avoid breaking the tape, do not pull out the tape at an upward or downward angle.

6 **Hold the cartridge and align the projections (A) on both sides of the cartridge to the guides (B) in the machine, then gently slide the cartridge into the machine as far as it will go.**

Be sure to position the arrow mark (C) on the cartridge towards the inside of the machine.



7 **Close the front cover.**

NOTE

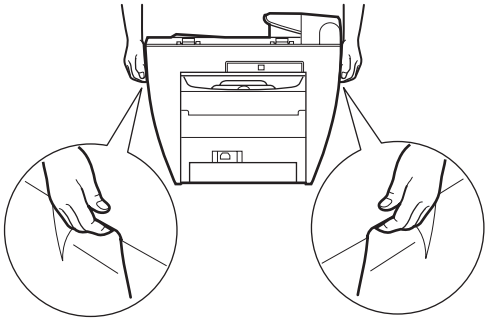
If the LCD displays <INSTALL CARTRIDGE>, reset the machine by opening the front cover and then closing it.

Repacking and Transporting Your Machine

Be sure to unplug the power cord before transporting the machine. If the machine is likely to be subjected to vibration (e.g., when transporting over long distances), the following precautions should be taken. If you do not follow these precautions, the machine may be damaged or the quality of your printouts may be adversely affected.

1. **Unplug the power cord.**
2. **If the machine is connected to a telephone or your computer, remove the telephone line or printer cable.**
3. **Open the front cover.**
4. **Grip the end of the cartridge, and remove it from the machine. In order to avoid direct sunlight, place the cartridge in the protective bag that the cartridge came in when you purchased it.**
5. **Close the front cover.**
6. **Pull out the cassette completely, and remove the extension cover from the machine.**
7. **Detach the cassette extension from the cassette.**
8. **Insert the cassette in the machine.**
9. **Push in the output tray, and close the document feeder tray.**

Carrying the Machine by the Sides

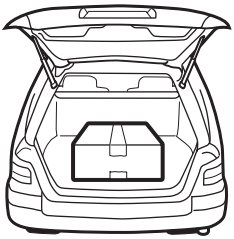


Pull out the cassette completely, and remove the extension cover.
Push in the output tray, and close the document feeder tray.
Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration above.

CAUTION

When carrying the machine, be sure to hold it in the designated places as shown in the illustration. Dropping the machine can cause personal injury.

Transporting the Machine by Car



Pack the machine, using the original packing material and box.
Place the machine on a level, stable surface.

IMPORTANT

- *Do not leave the machine inside a car for a long period of time; the temperature can become very high or low.*
- *Avoid rough roads; excessive vibration may damage the machine or adversely affect the quality of your printouts.*
- *Place a cover over the machine. Do not leave the machine in direct sunlight.*
- *When moving the machine, use the original shipping box that it was packed in when you purchased it.*
- *When using the original shipping box, do not place the power cord or other objects on the ADF; this may damage the ADF.*

Troubleshooting

CHAPTER 9

This chapter describes the problems you might encounter when using the machine and their remedies. It also explains what to do if you cannot solve the problem by yourself.

Clearing Jams

This section describes how to remove jammed paper.

Removing Jammed Paper from Inside the Machine

When print media jams inside the machine, the LCD displays <REC. PAPER JAM>.

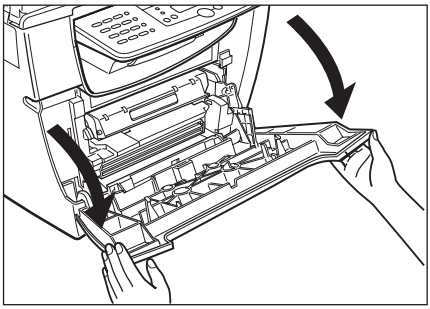
CAUTION

There are some areas inside the machine and cartridge which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections to avoid burns or electrical shock.

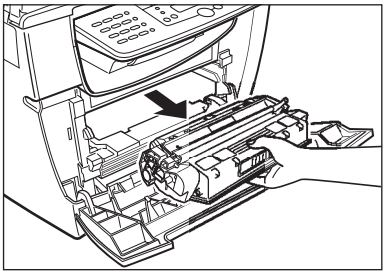
NOTE

When removing jammed paper from inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner, and make it impossible to remove the toner stains.

1 **Open the front cover.**

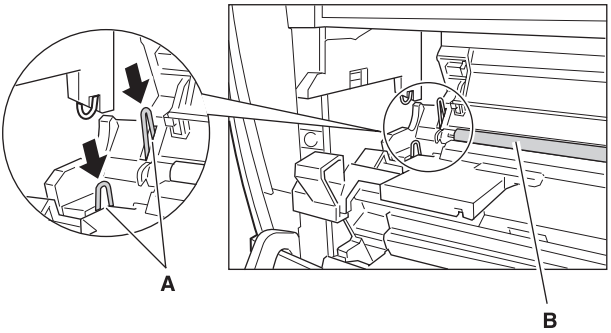


2 **Remove the cartridge.**



IMPORTANT

- *Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside the machine.*
- *To avoid possible damage to the machine, do not touch the pins (A) near the left end of the transfer roller (B).*

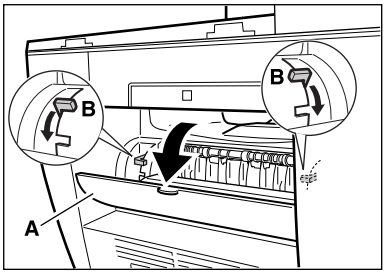


- *When removing the jammed paper, do not touch the transfer roller as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print deterioration.*

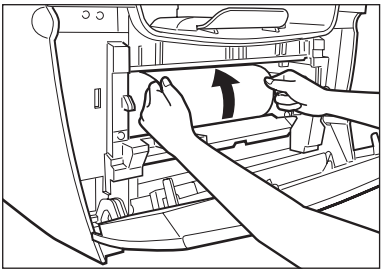
NOTE

Do not expose the cartridge to light for more than 5 minutes. If necessary, put the cartridge in its original protective bag or wrap it with a thick cloth to prevent exposure to light.

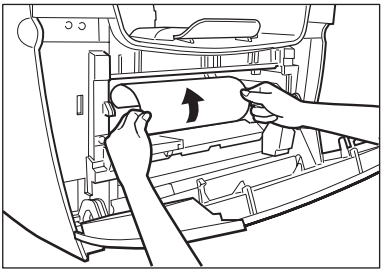
3 **Open the face up cover (A) and push down the green paper release levers (B) on both sides of the face up paper output.**



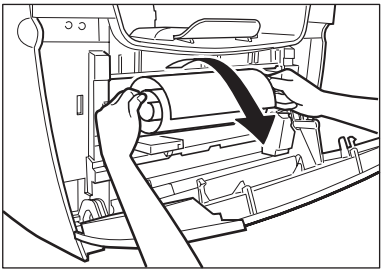
4 **Hold both sides of the jammed paper and carefully move it inward, then gently pull it out.**



5 **Roll the leading end of the paper outwards so that the printed surface is on the inside of the roll, then gently pull the rolled up paper out of the machine.**

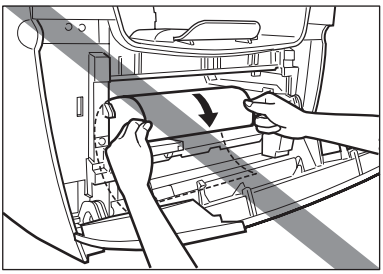


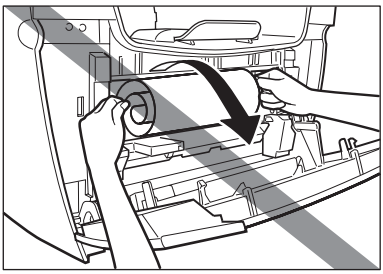
6 **If the leading edge of the paper is visible but has not entered the imaging area, pull the paper forwards and roll it inwards.**



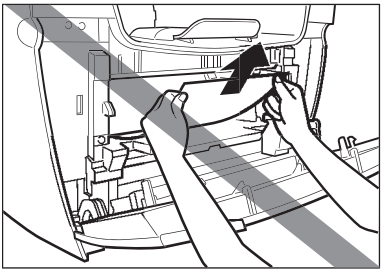
IMPORTANT

- *Do not pull the jammed paper forward from the cassette. It may cause a machine malfunction.*

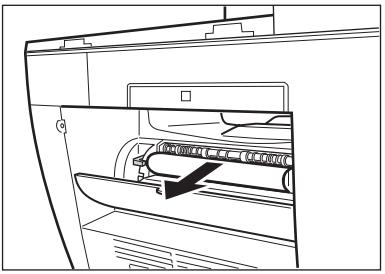




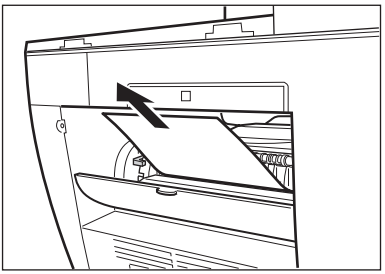
- *Do not pull the jammed paper upward; the toner on the paper will stain the machine and cause a permanent reduction in print quality.*



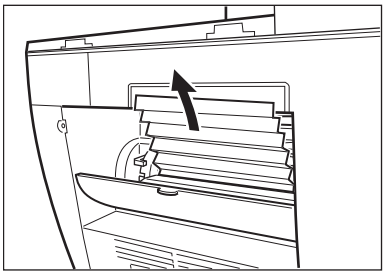
7 **Gently pull the jammed paper between the output rollers until the leading edge emerges from the machine.**



8 **Carefully pull the jammed paper straight out through the rollers.**



If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out of the machine.

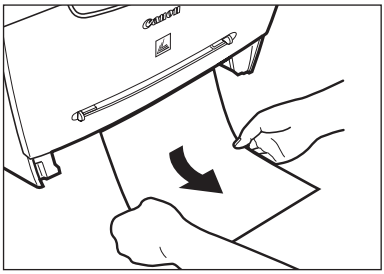


9 **Close the front cover.**

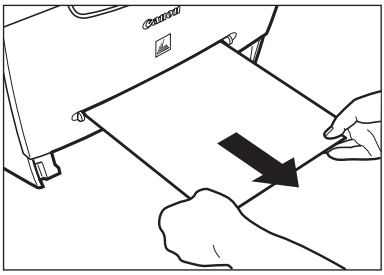
10 **Pull out the cassette completely.**

11 **Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.**

- **When Feeding Paper from the Cassette:**



- **When Feeding Paper from the Multi-Purpose Feeder:**



12 **Push the paper release levers back to their original position and close the face up cover.**

IMPORTANT

- *Be sure to push the paper release levers back to their original position. If the levers are left pushed down, the paper jam error will not be resolved.*
- *Never push down the paper release levers while printing. This could result in damage to the fixing assembly.*

13 **Insert the cartridge back into the machine, then close the front cover.**

For details, see "Replacing the Cartridge," on p. 8-6.

IMPORTANT

After you replace the cartridge and close the front cover, the machine should be ready for operating. If the machine returns to the ready state for operating, troubleshooting has been successful. If the machine does not return to the ready state for operating, confirm that the paper release levers are pushed back to their original position, and check to see that jammed paper is not left in the machine.

14 **Insert the cassette to the machine.**

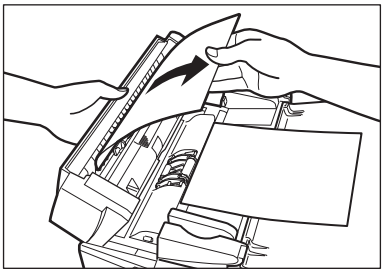
Removing Jammed Paper from the ADF

When the document jams in the ADF, the LCD displays <CHECK DOCUMENT>, or <DOCUMENT TOO LONG>.

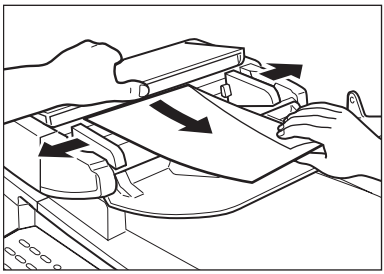
NOTE

Do not open the platen glass cover until the jammed paper is removed. Doing so will result in damaging the document and the paper.

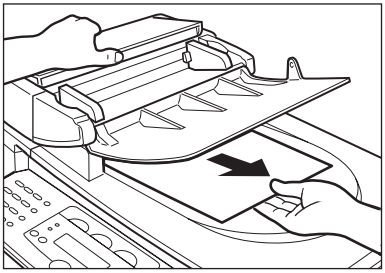
1 **Open the ADF and gently remove the jammed paper from the ADF.**



2 **Widen the document guides until they stop, and remove the paper so as not to be caught by the guides. Open the ADF and gently remove the jammed paper from the ADF.**



3 **Open the ADF and gently remove the jammed paper from the document output tray.**



NOTE

After removing jammed paper, even edges of the document before loading it in the ADF again.

LCD Messages

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error.

This section describes the general messages and those related to copy and print functions. For the messages related to fax functions, see Chapter 7, "Troubleshooting," in the *Facsimile Guide*.

CHECK DOCUMENT

Cause 1	There is a paper jam in the ADF.
Remedy	Remove the document you are trying to copy in the ADF. (See "Removing Jammed Paper from the ADF," on p. 9-6.) Make sure that the document is not too long or too short. (See "Document Requirements," on p. 3-1.) Then reset the machine by opening the front cover and then closing it.
Cause 2	The ADF roller rotates without feeding documents.
Remedy	Fan the edge that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.

CHECK PAPER SIZE

Cause	The size of the paper in the cassette or multi-purpose feeder is different from that of the paper specified in <PAPER SETTINGS> of the Menu.
Remedy	Load the correct paper size or change <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 2-3, or "Specifying the Paper Size," on p. 2-8.) Then reset the machine by opening the front cover and then closing it.

CHECK PRINTER

Cause	A problem has occurred in the printer.
Remedy	Reset the machine by opening the front cover and then closing it. If the message persists, unplug the machine from the power supply and contact your local authorised Canon dealer or the Canon help line.

CHECK PRINTER COVER

Cause	The front cover is not closed completely.
Remedy	Check the front cover, and make sure that it is completely closed.

DOCUMENT TOO LONG

Cause	The document is longer than 1 m, or is not feeding correctly.
Remedy	Reduce the length of the document to within 1 m, and then copy it.

INSTALL CARTRIDGE

Cause	The cartridge is not installed or not installed correctly.
Remedy	Install the cartridge correctly. (See "Replacing the Cartridge," on p. 8-6.)

MEMORY FULL

Cause 1	The machine's memory is full because the collate copy or 2 on 1 copy function was set when a large document is loaded.
Remedy	Divide the document and copy each part separately. If <MEMORY FULL> appears while scanning documents using the ADF, the document being scanned stops in the ADF. In this case, follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-6 to clear the paper jam in the ADF.
Cause 2	You tried to reserve more than 11 copy jobs.
Remedy	The machine can store up to 10 copy jobs in memory. Wait until the current copy job completes, or use [Status Monitor] to delete the reserved copy jobs in memory.

OUTPUT TRAY FULL

Cause	The output tray is full of paper.
Remedy	Pick up the printed pages in the output tray.

PRINTER DATA ERROR

Cause	When you canceled a job being processed, the next job on the spooled job list may have been also deleted.
Remedy	Check if the job that immediately follows the job being processed has been deleted on the spooled job list. Disconnect the USB cable and connect it again, or unplug the machine and plug it in again to clear the error message.

REC. PAPER JAM

Cause	There is a paper jam.
Remedy	Clear the paper jam (See "Clearing Jams," on p. 9-1) and reload paper in the cassette or multi-purpose feeder. Then reset the machine by opening the front cover and then closing it.

SUPPLY REC. PAPER

Cause	No paper is loaded in the cassette or multi-purpose feeder.
Remedy	Load paper in the cassette or multi-purpose feeder. (See "Loading Paper," on p. 2-3.) Make sure the paper stack in the cassette does not exceed the capacity of the cassette. Load paper in the multi-purpose feeder one by one. If you load paper while making copies, do not load a different paper size. On the second line in the LCD the message <CASSETTE> or <TRAY> and the paper size may appear. In this case, load the corresponding paper in the cassette or multi-purpose feeder.

SYSTEM ERROR
Exxx*

Cause	An error of some kind has occurred in the machine.
Remedy	Unplug the machine from the power supply and wait approximately 3 minutes to 5 minutes, then plug it in again. If this does not solve the problem, unplug the machine and contact your local authorised Canon dealer or the Canon help line.

TONER SUPPLY LOW**

Cause	The toner is running low.
Remedy	Remove and rock the cartridge several times to distribute toner evenly. Then reinstall the cartridge. (See "When to Replace the Cartridge," on p. 8-3.)

* xxx stands for a number.

**Only for the MF5650 model.

Paper Feeding Problems

Paper does not feed correctly.

Q	Does the cassette or multi-purpose feeder contain an appropriate quantity of sheets?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder does not exceed the capacity of the cassette or multi-purpose feeder. (See "Loading Paper," on p. 2-3.)
Q	Is paper loaded correctly?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-3.)
Q	Is the cassette inserted into the machine correctly?
A	Push the cassette into the machine as far as it will go, and make sure the cassette is not tilted or inserted at an angle.

Paper feeds skewed. (Printing is skewed.)

Q Is paper loaded correctly?

A Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-3.)

A Make sure the paper exit path is clear.

Multiple sheets feed into the machine at the same time.

Q Is paper loaded correctly?

A Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-3.)

Q Have you fanned the paper stack before loading it in the cassette?

A Be sure to fan the paper stack before loading it in the cassette. This keeps the sheets of paper from sticking together.

Q Does the cassette or multi-purpose feeder contain an appropriate quantity of sheets?

A Make sure the paper stack in the cassette or the paper in the multi-purpose feeder does not exceed the capacity of the cassette or multi-purpose feeder. (See "Loading Paper," on p. 2-3.)

A Do not force the paper stack into the cassette or the paper into the multi-purpose feeder.

A Load paper one by one in the multi-purpose feeder.

Q Is only one type of paper loaded in the cassette or multi-purpose feeder?

A Load only one type of paper.

A Make sure you load paper that meets the paper requirements for the machine. (See Chapter 2, "Paper Handling.")

Transparencies do not feed correctly.

Q Are the transparencies loaded correctly?

A Make sure the transparencies in the cassette or the transparency in the multi-purpose feeder is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-3.)

Q Is the proper transparency loaded in the multi-purpose feeder?

A Do not use any transparencies designed for colour copiers. They will cause a paper jam. Please use transparencies recommended by Canon.

Paper feeds curled.

Q Is the proper paper loaded?

A Check if the proper paper is loaded in the cassette or multi-purpose feeder. (See Chapter 2, "Paper Handling.")

Paper stacked roughly.

Q Is the proper paper loaded?

A Check if the proper paper is loaded in the cassette or multi-purpose feeder. (See Chapter 2, "Paper Handling.")

A Check if the appropriate paper type is selected in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-9.)

Repeated paper jams occur.

Q Is the proper paper loaded?

A Check that the size, thickness and type of the paper you are using. (See "Print Media Requirements," on p. 2-1.)

Q Is the proper paper loaded correctly?

A Be sure to fan the paper stack before loading it in the cassette. This keeps the sheets of paper from sticking together.

Q Is the output tray free of obstructions?

A Do not place the delivered paper back on the output tray. (See "Face Down Paper Output Area," on p. 2-11.)

A Do not place objects other than paper on the output tray. (See "Face Down Paper Output Area," on p. 2-11.)

Q Is the machine installed in a proper location?

A Check that the machine is installed in the proper location. (For information about specifications of the machine, see "Specifications," on p. 11-1. For safety warnings and cautions, see Chapter 1, "Safety Instructions," in the *Quick Reference Guide*.)

Envelopes do not feed correctly.

Q Are the envelopes loaded correctly?

A Make sure the envelopes are loaded correctly. (See "Loading an Envelope in the Multi-Purpose Feeder," on p. 2-7.) Load an envelope one by one in the multi-purpose feeder.

Q Is the proper envelope loaded?

A Load the recommended envelopes (COM10, MONARCH, DL, or ISO-C5) in the multi-purpose feeder. (See "Loading an Envelope in the Multi-Purpose Feeder," on p. 2-7.)

Copying Problems

The machine will not make a copy.

Q Is the cartridge installed correctly?

A Make sure the cartridge is installed correctly. (See "Install cartridge," in the *Set-Up Sheet*.)

Q Is the sealing tape removed from the cartridge?

A Remove the sealing tape from the cartridge. (See "Install cartridge," in the *Set-Up Sheet*.)

Q Is the cassette inserted completely into the machine?

A Insert the cassette as far as it will go. (See "Load paper," in the *Set-Up Sheet*.)

Q Did you connect the power cord to the machine just now?

A Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.

Q Is the document loaded correctly?

A Remove the document, stack it if necessary, and load it in the ADF correctly. (See "Loading Documents in the ADF," on p. 3-3.)

A Make sure the ADF is closed.

Q Is the energy saver mode off?

A The machine does not scan documents, if it is in the energy saver mode. To restore the machine from the energy saver mode, press [Energy Saver].

If the documents have black streaks or appear dirty after you feed them in the ADF.

Q Is the read area of the platen glass clean?

A Clean the read area of the platen glass. (See "Cleaning the ADF Area," on p. 8-2.)

The print quality is not what you expect; print is not clear, has missing dots or white streaks.

Q Are the size, thickness and type of the paper you are using within the specifications of the machine?

A Check that the paper you are using is supported by the specifications of the machine. (See "Print Media Requirements," on p. 2-1.)

Q Is the cartridge installed correctly?

A Make sure the cartridge is installed correctly. (See "Install cartridge," in the *Set-Up Sheet*.)

Q Is any toner left in the cartridge?

A See "When to Replace the Cartridge," on p. 8-3, and replace the cartridge if necessary. (See "Replacing the Cartridge," on p. 8-6.)

Q Is the exposure adjusted correctly?

A Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 5-3.)

Copies are dirty.

Q Is the platen glass or the platen glass cover clean?

A Clean the platen glass or the platen glass cover. (See "Cleaning the Scanning Area," on p. 8-1.)

Q Is the cartridge free of damage?

A If there is a scratch on the cartridge, replace with a new one. (See "Replacing the Cartridge," on p. 8-6.)

Q Is the machine adjusted to room temperature? If not, condensation might build up inside the machine.

A Allow at least 2 hours for the machine to adjust to room temperature before attempting to use it.

Q Is the machine installed in a stable location?

A Install the machine in a proper location. (See Chapter 1, "Safety Instructions," in the *Quick Reference Guide*.)

Copies are too dark or too light.

Q Is the exposure adjusted correctly?

A Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 5-3.)

Q Is the machine in the toner saver mode?

A Set <TONER SAVER MODE> to <OFF> in <COMMON SETTINGS> of the Menu. (See <3. TONER SAVER MODE> of "Menu Descriptions," on p. 10-3.)

The printouts are partly missing or shaded when you make copies on heavy paper.

Q Is the paper type set correctly?

A Select <HEAVY PAPER> or <HEAVY PAPER H> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-9.)

The printouts are missing when you make copies on rough paper.

Q Is the paper type set correctly?

A Select <TRANSPARENCY> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-9.)

The printouts are missing when you make copies using the 2 on 1 copy function.

Q Are the documents A4-size or LTR-size?

A Be sure to use two sheets of A4-size or LTR-size documents when you make copies using the 2 on 1 copy function.

The edges of copies are dirty when you make copies.

Q Is the paper size set correctly?

A Specify the appropriate paper size in <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Size," on p. 2-8.)

Printing Problems

The Alarm indicator comes on.

Q Does the machine feed paper correctly, or is there paper in the cassette or multi-purpose feeder?

A Clear the paper jam, or load paper in the cassette or multi-purpose feeder. (For instructions on clearing paper jam, see "Clearing Jams," on p. 9-1. For instructions on loading paper, see "Loading Paper," on p. 2-3.)

A If the machine has no paper jam, or paper is loaded in the cassette or multi-purpose feeder, unplug the machine and wait approximately 3 minutes to 5 minutes, then plug it in again. If the problem is fixed, the Alarm indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flash, unplug the machine, and contact your local authorised Canon dealer or the Canon help line.

Printout does not match paper size.

Q Is the paper stack loaded and aligned correctly in the cassette, or is paper loaded in the multi-purpose feeder correctly?

A Make sure the paper is loaded and aligned correctly in the cassette or the paper is loaded correctly in the multi-purpose feeder. (See "Loading Paper," on p. 2-3.)

Scanning Problems

The machine will not scan a document.

Q Did you connect the power cord to the machine just now?

A Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.

Q Is the document loaded correctly?

A Remove the document, stack it if necessary, and load it in the ADF correctly. (See "Loading Documents in the ADF," on p. 3-3.)

A Make sure the ADF is closed.

Q Is the USB cable connected securely?

A Check that the USB cable is connected securely to the machine and your computer. Disconnect the USB cable, and reconnect it correctly after a while.

Scanned images are dirty.

Q Is the platen glass or the platen glass cover clean?

A Clean the platen glass or the platen glass cover. (See "Cleaning the Scanning Area," on p. 8-1.)

White streaks appear on the left side of the image.

Q Is the document placed on the platen glass correctly?

A Place the document approximately 3 mm from the edge of the platen glass.

General Problems

The machine has no power.

Q Is the power cord plugged in securely?

A Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power socket on the back of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (See "Connect power cord," in the *Set-Up Sheet*.)

Nothing appears in the LCD.

Q Is the power cord plugged in securely?

A Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power socket on the back of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (See "Connect power cord," in the *Set-Up Sheet*.) If the LCD remains blank, unplug the machine and wait approximately 3 minutes to 5 minutes until the temperature inside the machine lowers, then plug it in again. If the LCD remains blank, unplug the machine, and contact your local authorised Canon dealer or the Canon help line.

Q Does the Energy Saver key go off?

A When the Energy Saver key lights up, the energy saver mode activates. To restore the machine from the energy saver mode, press [Energy Saver].

The letter "E" and numbers appear in the LCD.

Q Is the machine working properly?

A Unplug the machine and wait approximately 3 minutes to 5 minutes, then plug it in again. If the message is still displayed, unplug the machine and contact your local authorised Canon dealer or the Canon help line.

If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter, contact your local authorised Canon dealer or the Canon help line.

CAUTION

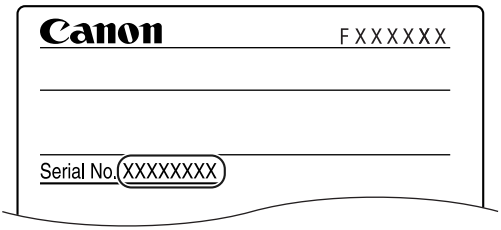
If the machine makes strange noises, emits smoke or strange smells, unplug the power cord immediately, and then contact your local authorised Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

Attempting to repair the machine yourself may void the limited warranty.

If you need to contact your local authorised Canon dealer or the Canon help line, make sure you have the following information:

- **Product name**
  MF5630/5650
- **Serial number**
  The serial number is on the label located at the back of the machine.



- **Software version number**
- **Place of purchase**
- **Nature of problem**
- **Steps you have taken to solve the problem and the results**

Machine Settings

10
CHAPTER

This chapter explains how to adjust machine settings. The list of all the settings is also provided for your reference.

NOTE

To specify or register the settings of the fax function, see Chapter 8, "Machine Settings," in the Facsimile Guide. (Only for the MF5650 model.)

Accessing the Machine Settings

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select the menu you want to change → press [OK].**

You have now accessed the settings in the list.

3 **Press [◀(-)] or [▶(+)] to select the sub menu you want to change → press [OK].**

NOTE

- *For details on sub menus, see "Menu Descriptions" below.*
- *If you press [Stop/Reset] before [OK] is pressed, the item you have selected will not be registered.*
- *Press [Stop/Reset] to exit from the Menu.*
- *If you press [Menu], the display returns to the previous screen.*
- *The settings changed in the Menu do not return automatically to the settings you set previously. Change to the previous settings again if necessary.*

Menu Descriptions

NOTE

For details on <FAX SETTINGS>, <ADD REGISTRATION>, and <REPORTS/LISTS>, see Chapter 8, "Machine Settings," in the Facsimile Guide. (Only for the MF5650 model.)

PAPER SETTINGS

Name	Descriptions
1. PAPER SETTINGS	Sets the paper size and paper type.
1. CASSETTE	
1. PAPER SIZE	Selects the paper size for the paper cassette. **A4**, B5, A5, EXECUTIV, LTR
2. PAPER TYPE	Selects the paper type to be used in the paper cassette. **PLAIN PAPER**, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, TRANSPARENCY

Name	Descriptions
2. MP TRAY	
1. PAPER SIZE	Selects the paper size for the MP tray. **A4**, B5, A5, EXECUTIV, COM10, MONARCH, DL, ISO-C5, LTR, LGL
2. PAPER TYPE	Selects the paper type to be used in the MP tray. **PLAIN PAPER**, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, TRANSPARENCY

COMMON SETTINGS

Name	Descriptions
1. DEFAULT SETTINGS	Selects the Copy, Scan, or Fax* mode for the machine's default mode. When the power cord is plugged in, or after the auto clear function activates, the standby display of the selected mode appears.
COPY	The Copy mode is selected as default.
FAX*	The Fax mode is selected as default.
SCAN	The Scan mode is selected as default.
2. VOLUME CONTROL	Adjusts the beep or alarm volume of the machine.
1. KEYPAD VOLUME	Adjusts the volume of keypad tones. 0 to 3 (**1**)
2. ALARM VOLUME	Adjusts the alarm volume. 0 to 3 (**1**)
3. TX DONE TONE	Sets the transmission end tone settings.
ERROR ONLY	The transmission end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The transmission end tone does not sound.
ON	The transmission end tone sounds. 1 to 3 (**1**)

Name	Descriptions
4. RX DONE TONE	Sets the reception end tone settings.
ERROR ONLY	The reception end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The reception end tone does not sound.
ON	The reception end tone sounds. 1 to 3 (**1**)
5. PRINT DONE TONE	Sets the printing end tone settings.
ERROR ONLY	The printing end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The printing end tone does not sound.
ON	The printing end tone sounds. 1 to 3 (**1**)
6. SCAN DONE TONE	Sets the scanning end tone settings.
ERROR ONLY	A scanning end tone sounds only when any error occurs while scanning. 1 to 3 (**1**)
OFF	The scanning end tone does not sound.
ON	A scanning end tone sounds. 1 to 3 (**1**)
7. LINE MONITOR VOL.	Adjusts the line monitor volume. 0 to 3 (**1**)
3. TONER SAVER MODE	Sets the toner saver mode.
OFF	The toner saver mode is turned off.
ON	The toner saver mode is turned on.
4. DISPLAY LANGUAGE	Shows the language displayed in the LCD. **ENGLISH**, FRENCH, SPANISH, GERMAN, ITALIAN, DUTCH, FINNISH, PORTUGUESE, NORWEGIAN, SWEDISH, DANISH, SLOVENE, CZECH, HUNGARIAN, RUSSIAN

(The factory default setting is in **bold** face.)

* Only for the MF5650 model.

COPY SETTINGS

Name	Descriptions
1. STD. IMAGEQUALITY	Selects the document type. **TEXT/PHOTO**: Text/photo mode TEXT: Character mode PHOTO: Photo mode
2. STANDARD EXPOSURE	Sets how the exposure is adjusted.
MANUAL	Adjusts the exposure manually. The exposure can be adjusted in 9 increments. (**centre**)
AUTO	The exposure is adjusted automatically.
3. STD ZOOM RATIO	Selects the copy ratio.
MANUAL	Selects the copy ratio. 50% to 200% (**100%**)
PRESET RATIO	Selects the preset copy ratio. The preset copy ratios will change when the paper size group is changed.
4. STANDARD COPY QTY	Selects the copy quantity. 1 to 99 (**1**)
5. AUTO SORT	Sets the auto sort function.
OFF	The auto sort function is turned off.
ON	The auto sort function is turned on.
6. PAPER SIZE GROUP	The paper size group can be selected. If the paper size group is changed, the preset copy ratios will also change.
A	Preset copy ratios: 50%, 70%, 100%, 141%, 200%
AB	Preset copy ratios: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%
INCH	Preset copy ratios: 50%, 64%, 78%, 100%, 129%, 200%
7. SHARPNESS	The sharpness setting of an image can be adjusted. When you want to make characters and lines clear, select a larger value. When you make copies of photographs, select a smaller value. 1 to 9 (**5**)

(The factory default setting is in **bold** face.)

PRINTER SETTINGS

Name	Descriptions
1. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	The error time out is on. Sets the time out period. 5SEC to 300SEC (**15SEC**)
OFF	The error time out is off.

TIMER SETTINGS

Name	Descriptions
1. DATE/TIME SETTING*	Sets the current date and time. year, month, day, hour, minute
2. DATE SETUP*	Selects the format of the date displayed in the LCD. **DD/MM YYYY**, YYYY MM/DD, MM/DD/YYYY
3. AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a set amount of time, the display returns to the standby mode.
ON	Sets the time until the machine returns to the standby mode. 1MIN. to 9MIN. (**1MIN.**)
OFF	The auto clear function is turned off.
4. ENERGY SAVER	Sets the energy saver mode.
ON	Sets the time until the machine enters the energy saver mode. 3MIN. to 30MIN. (**5MIN.**)
OFF	The auto energy saver function is turned off.
5. SUMMER TIME	Sets the summer time.
ON	The summer time setting is enabled.
1. BEGIN DATE/TIME	Sets the MONTH, WEEK, and DAY when the summer time starts.
2. END DATE/TIME	Sets the MONTH, WEEK, and DAY when the summer time ends.
OFF	The summer time setting is disabled.

* Only for the MF5650 model.

Appendix

11
CHAPTER

This chapter lists the specifications of the machine and the index.

Specifications

Type	Personal Desktop
Platen	Stationary Automatic Document Feeder: 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed) 50 sheets (80 g/m^2) or paper stack within (8 mm) thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference)
Photoconductive Material	Organic Photosensitive Conductor
Copying System	Indirect Electrostatic Transfer System
Developing System	Toner Projection System
Fixing System	Canon's RAPID Fusing System™
Resolution	Approx. 600 dpi x 600 dpi
Number of Tones	256
Acceptable Documents	Up to A4 size Sheets, books, and three-dimensional objects (up to 2 kg)
Acceptable Copy Stock	Cassette Feeding: 64 g/m^2 to 128 g/m^2 Multi-Purpose Feeder: 64 g/m^2 to 128 g/m^2 Plain paper, recycled paper, transparencies, envelopes, and heavy paper (up to 128 g/m^2)

Copy Sizes	A4 (210 mm x 297 mm) Automatic Document Feeder: 216 mm x 356 mm
Non-image Area	Paper: Max. 5 mm at each edge Envelope: Max. 5 mm at each edge
Warm-up Time	Approx. 260 sec. * (temperature: 20°C, humidity: 65%; from when the machine is plugged in until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
First Copy Time	Platen glass: Approx. 13.8 sec. ADF: Approx. 15.8 sec. A4 or LTR size, direct, Manual Exposure Control, Cassette Feeding (except just after being restored from energy saver mode)
Copy Speed	Direct: A4 18 cpm, LTR 19 cpm
Magnification	1:1±1.0%, 1:2.000, 1:1.294, 1:0.786, 1:0.647, 1:0.500 Zoom: 0.500 - 2.000 in 1% increments
Paper Feeding System	Cassette Feeding: 250 sheets of 64 g/m^2 Multi-Purpose Feeder: 1 sheet
Multiple Copies	1-99
Power Requirements	200 V-240 V, 50/60 Hz [Power requirements differ depending on the country in which you purchased the product.]
Power Consumption	MF5630: Approx. 0.65 kw (max.) MF5650: Approx. 0.65 kw (max.)
Dimensions (W x D x H)	486 mm x 477 mm x 442.4 mm (When the document feeder tray is closed) 486 mm x 477 mm x 508.8 mm (When the document feeder tray is opened)
Installation Space (W x D)	486 mm x 762 mm [with the cassette attached]
Weight	MF5630: Approx. 14.8 kg (including cartridge) MF5650: Approx. 14.7 kg (including cartridge)

Features are subject to change without notice due to product improvements.
For high-quality copies, we recommended using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for this machine. If you have any questions about paper and transparencies, consult your local authorised Canon dealer or the Canon help line.

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